AdRem Network Inventory

Version 2.x

Professional and Standard Editions

User's Guide

Network Inventorying & Management System

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Introduction

The **AdRem Network Inventory** program is designed to keep track of changes in the network by collecting comprehensive hardware and software data from network devices. Based on the collected inventory information, the user can manage changes in installed software products and their licenses. **AdRem Network Inventory** is an intelligent, agent–based and agentless inventory monitoring system. The program works in any network environment and collects inventory data from connected network devices using the TCP/IP.

There are several reasons why the program should be used in a company's network, no matter if it is small or large. The network environments are becoming more and more complex. Servers and workstations contain various hardware and software types, specifications and resources and inventorying all information about them may generate a huge amount of data. Sending all inventory data and continuously updating them may consume the network resources.

The well designed network inventory program is allows to take quick, accurate and up to date inventory of any computer running in a network. What is more, it should collect and update only relevant (from the network management prospective view) inventory data and conserve the network resources as well as keep the inventory information up to date, which is instantly accessible from one convenient place. Such intelligent inventory monitoring of a complex network environment can be efficiently implemented by using an agent–based inventory system provided by **AdRem Network Inventory** program. After installing the agents on network devices, the major advantages of using the agent–based inventory system are:

- The user may not even be aware of an agent's work and presence on a workstation. Using agents does not require any direct intervention into functioning of network protocols and end–user applications. Therefore, agents work on network devices in a (background) transparent mode.

- Agents collect data and keep them regardless of the connection with the program. When connection with the program is disabled (e.g. server maintenance), agents collect data according to the user defined audit schedule. When connection with the inventory server is enabled, agents resume connection with database automatically and update only changed data. Therefore, temporarily losing connection with the program, does not disturb the inventory process.

- Client agents collect data on devices according to audit options selected by the network administrator. Only the inventory data that have been changed will be updated in the inventory database via network. This intelligent, agent–based, inventory monitoring application conserves the network resources.

This guide intends to help network professionals quickly deploy and grasp **AdRem Network Inventory**. The guide provides users with information to be considered before the program is installed, the step by step instruction how to prepare the inventory monitoring process and later how to track changes in hardware, installed software and actual status of licenses.

The Program Components

The client/server architecture of **AdRem Network Inventory** allows connecting multiple **Network Inventory Console**s to one Network Inventory Server. The program contains the following components:

- **Network Inventory Console** – the Graphical User Interface used for managing all tasks related to network inventorying process. It is installed along with the AdRem Network Inventory program. The Network Inventory Console is also distributed in a separate installation file and can be installed on many network machines running Windows operating system. However, in order to perform inventory monitoring, the AdRem Network Inventory program (along with the Network Inventory Server) must be installed.
- **Network Inventory Server** – allows collecting audit data from inventoried devices.
- **Database Server** – the program comes with the MS SQL Server Express, which can be installed conveniently in one installation process.
- **MS SQL Server Native Client** – used to establish communication with the Database Server. The program provides the MS SQL Native Client 10. It is installed only when no such client is already installed or an older version is being used.
  If the MS SQL Native Client 10 cannot be installed, the Network Inventory Console utilizes Windows mechanisms instead. The presence of the MS SQL Native Client 10 is checked each time the Network Inventory Console is started and automatically used when available.
- **Client Agent** – installed on inventoried network devices and dedicated to perform inventory audits selected by the user.
- **Portable Audit Collector** – dedicated to perform audits by the user, directly on a particular network device. Please see the chapter titled Using Portable Audit Collector on page 37 for detailed information on the subject.
- AdRem Network Inventory is distributed in two installation files:
  - **ANIServer2.exe** – consists of all components described above.
  - **ANIConsole2.exe** – the AdRem Network Inventory Console, dedicated to be installed on remote Windows machines. It also contains the MS SQL Server Native Client 10.

Notes

- *Please note that the Client Agent is installed on network devices only when the user selects **By Agent** auditing method. Please see the chapter titled Configuring Windows Machines for Inventorying on page 184 for more information.*
- *Before installing the program it is recommended to read the Configuring Windows Machines for Inventorying on page 184 for more information related to the selection of auditing method in the*

Quick Configuration wizard.

- *Agents collect inventory data based on the audit profile options selected by the network administrator and send only the necessary data in a compressed format. This intelligent agent–based inventory monitoring saves the network resources and performs communication with the program more efficiently. The average size of audit data may reach several hundred KB and depends on the scope of inventory audit and equipment of the inventoried devices.*
- *Please note that the **AdRem Network Inventory** program allows inventorying only network devices running the Windows operating systems currently supported by Microsoft.*

Main Program Features

- **Program editions**
  - Standard.
  - Professional.
- **Monitoring Inventory of Network Devices**
  - Predefined audit profiles include:
    - **Balanced scan** – performs hardware, operating system and balanced disk inventorying on network devices.
    - **Quick scan** – allows performing hardware scan and updates the software usage statistics on inventoried network devices.
    - **Full disk scan** – used to perform hardware, operating system and full disk inventorying on network devices.
    - **Installed application quick check** – allows checking the list of currently installed applications on inventoried network devices.
  - Ability to create and reuse custom audit profiles.
  - Predefined and custom created audit tasks schedule.
  - Managing audit tasks schedule in one convenient audit tasks schedule center.
  - Ability to reassign defined audit tasks.
- **Managing Licenses**
  - Changing product properties and product licensing.
  - Adding new licenses to existing products.
  - Assigning new products to already existing licenses.
  - Changing license properties.
  - Managing license attachments and notes.

- **Managing Software Related Information of Inventoried Network Devices**
  - Operating system name, type, version, build, serial number, etc.
  - Installed service packs and hotfixes.
  - Software installed on individual inventoried machines.
  - Contents of "Program files" folder.
  - Autorun applications starting from autorun folder and registry.
  - Information about installed antivirus software.
  - Environment variables.
  - All visible and hidden shared resources.
  - Services, drivers and codecs.
  - Routing tables.
  - User accounts.
  - Installed and discovered applications and their usage.
- **Managing Hardware Related Information of Inventoried Network Devices**
  - Processor information (e.g. type, frequency, clock speed, et al.).
  - Motherboard information (e.g. manufacturer, BIOS, system and memory slots, ports, et al.).
  - Memory size and modules.
  - Video card adapter and EDID information.
  - Disk drives information.
  - Logical disks information (e.g. media files, binaries, office files, et al.).
  - Network adapters information (e.g. IP and MAC addresses, DHCP and WINS settings, et al.).
  - Modem related information.
  - List of system devices.
- **Managing Inventory Reports**
  - Reports dedicated for network devices group or selected device.
  - Predefined, ready to use reports in the following inventory scopes:
    - Hardware – installed hardware, hardware changes, disk space changes, device usage

time.
    - Software installed with the operating system – installed products, changes and usage of the installed products, hotfixes.
    - Other discovered software – discovered products, changes and usage of the installed products.
    - Valid and invalid product licenses.
    - Prohibited products – created based on managed licenses.
    - All product licenses.
    - Hardware compatibility (customizable reports).
  - Reports generated, viewed and saved in pdf format.
- **Other**
  - Agent-based and agentless inventory monitoring.
  - Automatic discovery of network devices and installation of client agents on machines running Windows operating system only.
  - Grouping all discovered devices by their location, type and operating system version.
  - Creating devices properties extensions by adding custom data to selected network devices, licenses or products.
  - Quick Search option in table views.
  - The Production and Demonstration database.
  - Print and Export to HTML, XML, TXT. The **Export** option is available from context menu and from the program File menu.
  - Improved Client Agents performance.
  - Using Portable Audit Collector.

Note

Please note that the AdRem Network Inventory program allows inventorying only network devices running the Windows operating systems currently supported by Microsoft.

What's New in version 2.0?

- **Installation Process**
  - New installer - allows installing the program smoothly on all operating systems supported by the program.
  - Faster and easier installation process - all program components are installed in one, coherent process.

- **Graphical User Interface**
  - Ability to pin the currently selected Inventory view and open a new one for desired group of devices in the Overview, Details or Reports tabs.
  - Views panel located on the left is synchronized with the reports available in the Reports tab of the Inventory view. The Generate Report option is available in the Reports tab when inventory information for particular report of the section selected in Views panel is available in the program.
- **Device Properties Extensions**
  - New Extensions view, now available from the program main toolbar.
  - Ability to generate predefined and custom created reports, consisting of a single or multiple tables with selected data.
- **Enhanced Reports Management**
  - New Report Scheduler window - allows creating reports daily, weekly monthly at the specified time automatically by the program and stored on the Network Inventory Server. Scheduled reports are generated regardless of whether the Network Inventory Console is running or not.
  - Sharing reports - generated reports are stored (cached) on the Network Inventory Server and available for all Network Inventory Consoles (used locally and remotely).
  - Ability to change time interval of when cached reports are to be deleted from the Network Inventory Server.
  - New Reports tab added to Inventory and Licensing views.
- **New Device Inventory view**
  - The program allows opening multiple views presenting inventory information of selected devices.
- **Other**
  - Checking for the availability of a new program version while the Network Inventory Console is starting.
  - Enhanced Options window of the Network Inventory Console.

Program Editions

The program is available in **Standard** and **Professional** editions. Differences between the two program editions are described below.

- The Standard edition allows managing inventory information up to 250 devices. The MS SQL Server Express provided in the program package limits the amount of stored data.

Therefore, it is dedicated to use in the Standard program edition. The Professional edition allows inventorying unlimited number of devices. Therefore, it is recommended to use the SQL database, which enables storing the amount of data related to the size of inventoried network.

- In addition to managing inventory information collected from the network, the program allows storing custom information related to inventoried devices for evidence purposes (e.g. purchasing information, invoices, maintenance records, etc) in the properties extensions. The program allows creating any number of properties extensions. However, the Standard edition allows enabling only three extensions at the same time.

Installation

System Requirements

- AdRem Network Inventory program (with installation of the Network Inventory Server):

	Component	*Minimum*	*Recommended*
AdRem Network Inventory Console and Network Inventory Server	**Processor**	Intel Core 2 Duo 2.0 GHz or equivalent	Intel Xeon dual core or equivalent
	RAM Memory	2 GB	4 GB
	Free Hard Disk Space	2 GB	10 GB
	Supported Operating Systems	Windows 2003 SP2 x32/ x64	Windows 2008 x32/x64 or Windows 2003 SP2 x32/x64

- AdRem Network Inventory Console installed separately on remote machine:

	Component	*Minimum*	*Recommended*
AdRem Network Inventory Console and Network Inventory Server	**Processor**	Intel Core Solo 1.33 GHz or equivalent	Intel Core 2 Duo 2.6 GHz or equivalent
	RAM Memory	1 GB	2 GB
	Free Hard Disk Space	100 MB	500 MB
	Supported Operating Systems	Windows XP SP3 x32	Windows 7 or Windows Vista SP2

Notes

- *The program performs inventory monitoring of Windows machines in the agentless manner or by using the Client Agent application. The Client Agent can be installed on machines with running Windows operating system currently supported by Microsoft.*
- *The MS SQL Server 2008 Express, provided in the program package, contains the SQLEXPR_x86 and supports installation onto both 32-bit and 64-bit (WoW) operating systems. In order to install this product, the appropriate system requirements must be met. The system requirements for the MS SQL Server 2008 Express vary, depending on usage in the network environment. Therefore, before starting the installation process, please refer to the appropriate product documentation for detailed information, available at the following websites:*
  http://www.microsoft.com and
  http://msdn.microsoft.com/en-us/library/ms143506(SQL.100).aspx.
- *The program package contains the MS SQL Native Client 10 for 32/64 bit systems. It is required by the AdRem Network Inventory program for connection to the Database Server. Therefore, the appropriate MS SQL Native Client 10 is always installed or updated (in case of having an older version), on the*

32/64 bit Windows machine, where the program installation process is performed, regardless of installing the MS SQL Server Express.

- *Please note that the AdRem Network Inventory program allows inventorying only network devices running the Windows operating systems currently supported by Microsoft.*

Installing AdRem Network Inventory

Before installing the program it is recommended to read chapters The Program Components on page 10 and Quick Configuration Wizard on page 25 for more information.

The **AdRem Network Inventory Setup** allows to install all components necessary to manage the network inventory. During the program installation process, the following steps are performed:

- Determining whether some of the components required by the program are missing and needed to be installed before the Network Inventory Console. The list f program components is presented in the **Prerequisites** window.

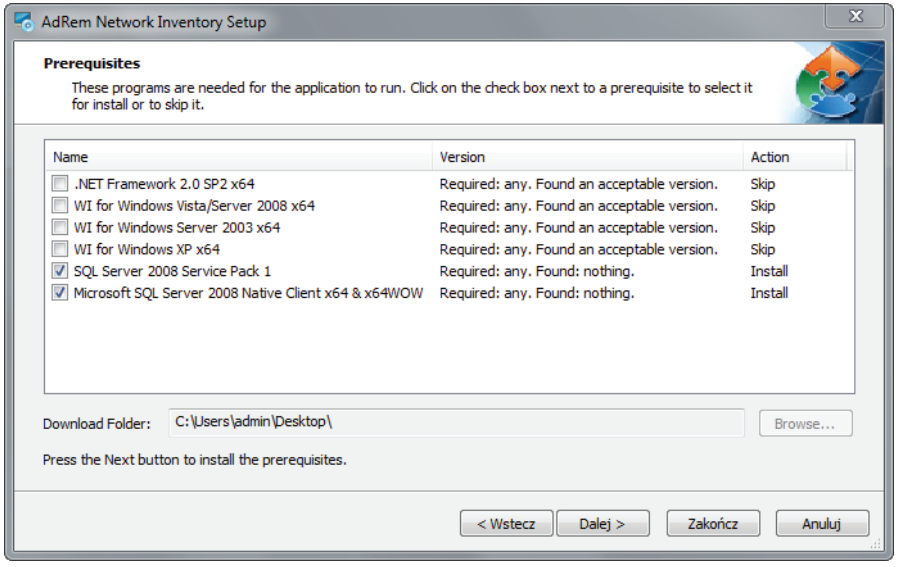

AdRem Network Inventory Setup
Prerequisites
These programs are needed for the application to run. Click on the check box next to a prerequisite to select it for install or to skip it.
Name
Version
Action
.NET Framework 2.0 SP2 x64
Required: any. Found an acceptable version.
Skip
WI for Windows Vista/Server 2008 x64
Required: any. Found an acceptable version.
Skip
WI for Windows Server 2003 x64
Required: any. Found an acceptable version.
Skip
WI for Windows XP x64
Required: any. Found an acceptable version.
Skip
SQL Server 2008 Service Pack 1
Required: any. Found: nothing.
Install
Microsoft SQL Server 2008 Native Client x64 & x64WOW
Required: any. Found: nothing.
Install
Download Folder:
C:\Users\admin\Desktop\
Browse...
Press the Next button to install the prerequisites.
< Wstecz
Dalej >
Zakończ
Anuluj

Figure 1 - Prerequisites

- Components which are required by the program are already preselected. In the case, installation of the .NET Framework is required, the **AdRem Network Inventory Setup** automatically connects to the appropriate Internet location, download it to the location presented in the **Download File** field and install on the machine. Notice that connection to the Internet is required for downloading.

- Installing the **MS SQL Server Express** and **MS SQL Native Client 10** included in the program package.

If no MS SQL Server family product is used on the Windows machine where the installation process is initiated, the installation of the MS SQL Server Express is proposed. The MS SQL Server Express is used in the program as Database Server and it is installed with default settings. Therefore, no configuration is performed by the user during the installation process. To communicate with the Database Server, the MS SQL Native Client is used. It is provided in the program package and will be installed if no appropriate client is detected. After the Database Server is installed, the AdRem Network Inventory installation process is started automatically.
Please notice that a different SQL database, already being used by the user, can be utilized for inventorying. In such case, the user can deny the MS SQL Server Express installation and proceed to install the AdRem Network Inventory program. Information required for establishing connection to the SQL database must be provided in the Database Server step of the installation process.

- Installing the AdRem Network Inventory program.
  - Selecting program edition.
    The AdRem Network Inventory program is available in Standard or Professional edition. Notice that upgrading from the Standard to Professional edition will require reinstalling the program.
  - Choosing destination location.
    The user can specify a different location for installing the program.
  - Configuring connection to the SQL Database Server.
    The Database Server field allows specifying the SQL Server name. When the SQL Server Express (included in the program package) is installed, the default SQL Server name (ANISERVER) along with location is already presented in the **Server** field. If the installation of the SQL Server Express was denied, the user must provide the IP address or DNS name of the machine where the SQL database is installed, followed by the SQL Database Name. The default port used to connect to the Database Server is 1433. It is presented in the **Port** field.
    Below the user must select the authentication method. The Windows authentication utilizes the Windows account privileges to connect to the Database Server. In order to use the SQL Server authentication, the User name and Password must be provided.
    In the case of using another SQL database, the appropriate database server and authentication information must be provided.
  - Connecting to Network Inventory Server.
    The Network Inventory Console and Client Agents require established connection to Network Inventory Server. By default, the port 10500 is used on Network Inventory Server for this purpose. During the installation process, the user can select a different port. Selected port will be opened automatically in the Firewall of the Windows machine where the program is installed for incoming connections from Client Agents and Network Inventory Console.

In order to work properly, the program automatically starts the following services on the machine where Network Inventory Server is installed:

- **AdRem Network Inventory Audit Manager** – allows managing audit collecting process on inventoried network devices.
- **AdRem Network Inventory Synchronizer** – allows synchronizing client agents with the Network Inventory Console and discovering network devices.
- **AdRem Network Inventory Transfer Server** – allows collecting audit data from inventoried network devices. It also allows collecting inventory data sent by the Portable Audit Collector application.

Notes

- *The MS SQL Server Express installation is not offered if any of the MS SQL Server family products is used on Windows machine where the AdRem Network Inventory program is installed. If such server is installed but related service is not running, the program will ask to start this service. Furthermore, in order to connect to the SQL database installed separately, the database authentication must be set to* ***SQL Server and Windows Authentication mode****.*
- *In order to install the MS SQL Server Express, the appropriate system requirements must be met. The system requirements for the MS SQL Server 2008 Express vary, depending on usage in the network environment. Therefore, before starting the installation process, please refer to the appropriate product documentation for detailed information, available at the following websites: http://www.microsoft.com and http://msdn.microsoft.com/en-us/library/ms143506.aspx.*
- *The AdRem Network Inventory program allows installing the Network Inventory Console on remote machine with Windows operating system supported by Microsoft. Please see the chapter titled Installing and Starting Network Inventory Console on Remote Machines on page 21 for detailed information on the subject.*

Starting the Network Inventory Console

After the program is installed it can be run by clicking the ***Network Inventory Console*** icon available in the **Programs ► AdRem Network Inventory** folder. In order to work properly, the **Network Inventory Console** must be connected to the Database Server and Network Inventory Server. Both connections are automatically established when the **Network Inventory Console** is started.

Once the **Network Inventory Console** window is started for the first time, the **AdRem Network Inventory** wizard is invoked to assist in installing the purchased license and Quick Configuration wizard is automatically started to assist in preparing and configuring the inventory process. Please see chapters titled Licensing Procedure on page 20 and Quick Configuration Wizard on page 25 for more information.

Licensing Procedure

AdRem Software provides the opportunity to try the program before you buy it. The full featured version of the program can be downloaded and used during a trial period. When the

program is started in the trial period, the **AdRem Network Inventory** wizard is automatically invoked to assist in installing the purchased license. However, the user can decide to continue the trial period. Once the trial period expires, only collected inventory information and demonstration database can be accessed. If you have tested the **AdRem Network Inventory** program and would like to keep data collected in the trial period and continue inventorying your network, please purchase the desired license for the Standard or Professional edition of the program by following the **AdRem Network Inventory** wizard or from the following website: http://www.adremsoft.com.

When you receive the order processing confirmation by email, it will contain your password and link to the **MyAdRem.com** portal. After you login to that portal you will be able to download the program installation file and the license files.

To install the license you need to download both *.als and Activate.key files. The license can be installed on the program while evaluating the program or after the trial period has expired. The program does not need to be reinstalled.

Note

It is important to notice that the license purchased for the Standard program edition cannot be used for the Professional edition and vice versa. In order to change the program edition, the program must be reinstalled.

Installing and Starting Network Inventory Console on Remote Machines

The **Network Inventory Console** can be installed separately from the **AdRem Network Inventory** program on a remote Windows machine. When installation is finished, the **Network Inventory Console** will connect remotely to the Database Server and Network Inventory Server, which are installed with the **AdRem Network Inventory** program. Please see the chapter titled Introduction on page 9 for detailed information on the subject.

Prior starting the **Network Inventory Console** on the remote machine for the first time, it is suggested to check the MS SQL Server configuration for listening incoming connections. Specifically, if the MS SQL Server is running on the machine with enabled Firewall protection, the following configurations must be performed:

- Specifying the MS SQL Server TCP Port for incoming connections.
- Configuring the exception for specified TCP Port for inbound connections on the Firewall.

Furthermore, in order to connect to the SQL database installed separately, the database authentication must be set to **SQL Server and Windows Authentication mode**.

During the **Network Inventory Console** installation process, the following steps are performed:

- Installation of the MS SQL Native Client included in the program package.
  The MS SQL Native Client 10 is installed, if no appropriate client version have been detected. After the client is successfully installed, the Network Inventory Console

installation process is automatically started.

- Installation of the **AdRem Network Inventory Console**.
  - Choosing destination location.
    The user can specify a different location for installing the program.
  - Connecting to Network Inventory Database.
    The Network Inventory Console needs to be connected to the existing inventory database. In the **Server** field, the IP address or DNS name of the machine where the SQL database is installed, followed by the \SQL Database Name must be entered.
    In the case, the Network Inventory Console is connected to the SQL Server Express installed with the AdRem Network Inventory program package, the default SQL Server name (ANISERVER) must be provided. If another SQL database is used, the user must provide the IP address or DNS name of the machine where the SQL database is installed, followed by the SQL Database Name.
    The default port used to connect to the database is 1433. It is presented in the **Port** field.
  - Connecting to Network Inventory Server.
    The Network Inventory Console must be connected to the Network Inventory Server, installed with the AdRem Network Inventory program package. By default, the port 10500 is used on Network Inventory Server for this purpose.
    During the program installation process, the user can select a different port which will be opened automatically in the Firewall of the Windows machine where the program is installed for incoming connections from agents and Network Inventory Console. Therefore, when the Network Inventory Console is installed on a remote machine, the user must enter the IP address or DNS name of the machine where the Network Inventory Server was installed, and the valid port number in the Network Inventory Server Port field.

The **Network Inventory Console** can be run by clicking the ***Network Inventory Console*** icon available in the **Programs ► AdRem Network Inventory** folder. The **Network Inventory Console** automatically establishes connections to the Network Inventory Server and Database Server. Connection to the Network Inventory Server is indicated by the ***Connected*** icon located on the main window status bar. In the case, the Network Inventory Server connection is lost, the ***Lost Connection*** icon is displayed. In such case, the valid Network Inventory Server connection information must be provided in the Console Options window which can be opened by clicking the ***Lost Connection*** icon or by selecting the **Tools ► Console Options** item from the main console menu.

If connection to the Database Server is lost, the Connect to Database link is presented in the Inventory view of the **Network Inventory Console**. Connection to the Database Server requires providing additional information.

To connect to the Database Server remotely, using the Network Inventory Console

1. Click the **Connect to Database** link located in the **Inventory** view of the **Network Inventory Console** window.

The **Database Server Connection** window opens.

2. In the **SQL Server Name** field, enter the IP address or DNS name of the machine where the SQL database is installed.
3. Select the **Advanced** button to provide the database server settings.
   The **Database Server Settings** window opens.
4. In the **SQL Server Name** field enter the name of the server, where database is installed.
5. In the **SQL Server Instance Name** field, enter the instance name.
6. In the **SQL Server Port** field, enter the TCP Port number for incoming connections to the SQL database (previously selected on the machine with installed SQL database).
7. Select the **OK** button to confirm the operation and close the Database Server Settings window.
8. Select the desired database in the **Current Database** section.
9. Select the **Connect** button to confirm the operation and close the **Database Server Connection** window.

Notes

- *Please note that only one Network Inventory Console can be opened on a given machine.*
- *If no network devices are added for inventorying, the Quick Configuration wizard is invoked to assist in preparing and configuring the inventory process. Please see the chapter titled for detailed information on the subject.*
- *If no license is installed, the AdRem Network Inventory wizard is invoked to assist in installing the purchased license. Please see the chapter titled* *Licensing Procedure on page 20* *for more information.*

Quick Configuration Wizard

When you start the program for the first time, the **Quick Configuration** wizard is automatically invoked to assist you in preparing the inventory monitoring in your network. All steps are displayed on the left side of the Quick Configuration wizard.

1. First you will be prompted to select the **Production** or **Demonstration** database. The Production database is dedicated to perform inventory monitoring. The Demonstration database contains prepared list of devices with inventory information for the learning purposes. Therefore, it does not require selecting devices, auditing methods or entering credentials. The Demonstration database can be opened later at any time from within the **Console Options** window, regardless of inventorying the network.

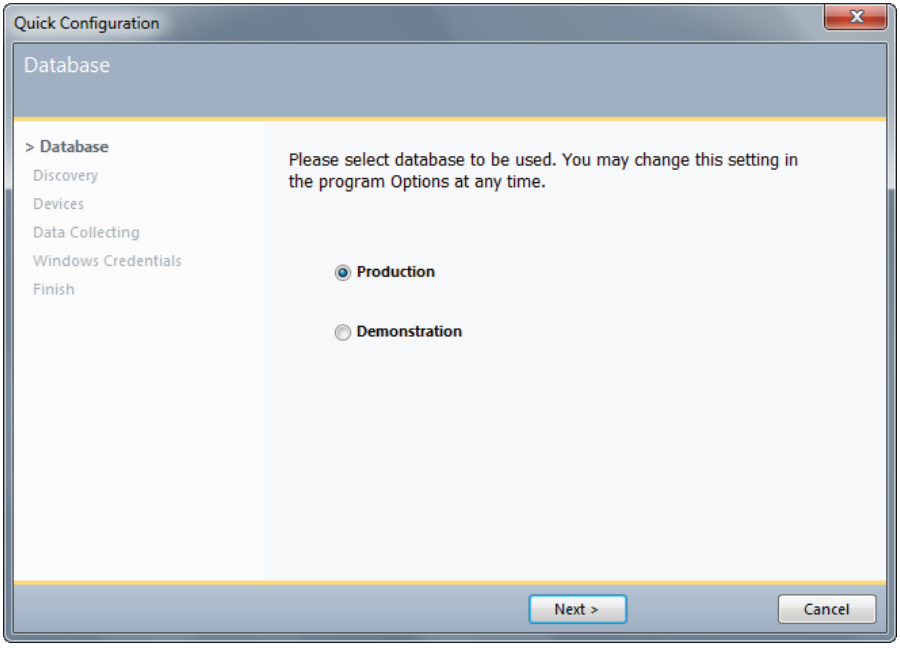


Figure 2 - Quick Configuration wizard

2. In the **Discovery** step, the short information is presented about actions performed by the program in the case, the Production database is selected.

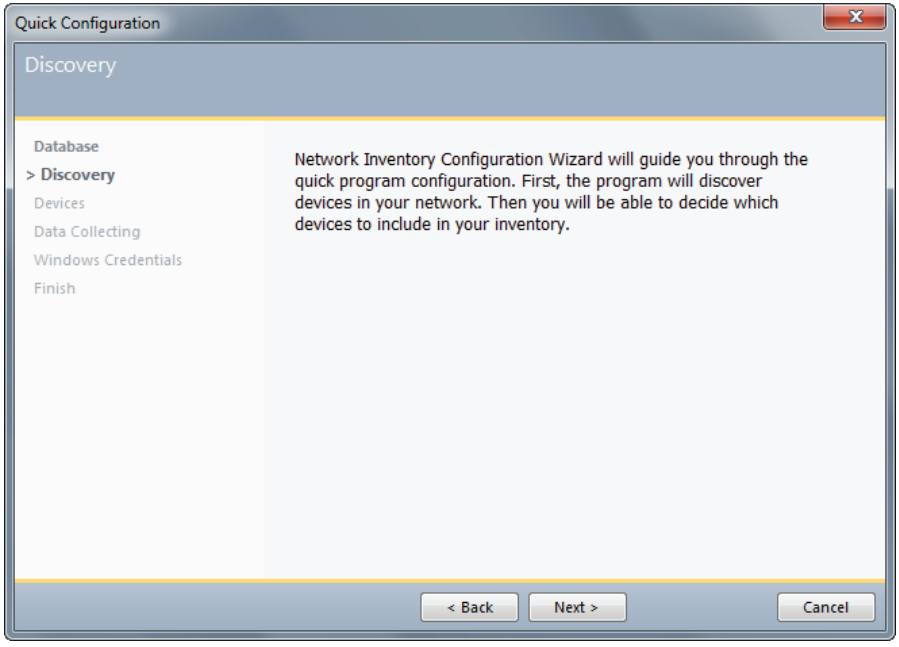

Quick Configuration
Discovery
Database
> Discovery
Devices
Data Collecting
Windows Credentials
Finish
Network Inventory Configuration Wizard will guide you through the quick program configuration. First, the program will discover devices in your network. Then you will be able to decide which devices to include in your inventory.
< Back
Next >
Cancel

Figure 3 - Discovery window

3. In the **Devices** step you will be prompted to select devices for inventorying. The program automatically discovers the devices in the user's network. Presented list contains devices running Windows OS and devices with unrecognized operating systems. The program allows inventorying only devices running Windows operating systems. The checkbox located on the left, indicates that the particular network device is selected for inventorying. To remove selection, right-click the selected device and from the context menu select the **Uncheck** item. To select all devices, click anywhere on the list and press CTRL+A. Then right-click anywhere on the list and select the desired item from the context menu.
   The Windows credentials are required if the **By agent** auditing method will be selected in the next step. To specify the Windows credentials individually, right-click the desired device and from the context menu select the Edit Credentials item. Provide the desired credentials and click the **OK** button. However, if default Windows credentials are planned to be used for all inventoried network devices, the ***<Default>*** entry in the **User Name** field should be left unchanged. The default Windows credentials are provided in the **Windows Credentials** step of the **Quick Configuration** wizard. Notice that administrative privileges are required to connect to the network devices inventoried automatically.

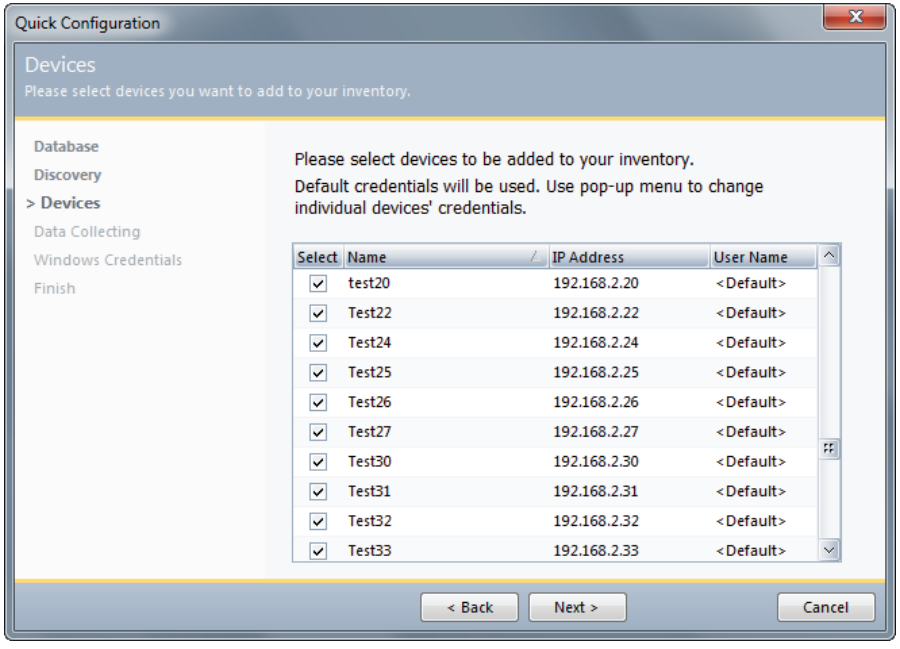


Figure 4 - Devices

4. In the **Data Collecting** step, the user selects auditing method. The program performs audits automatically, if **By Agent** or **Remotely - agentless** option is selected. It is recommended to read the chapter titled Configuring Windows Machines for Inventorying on page 184, prior to selecting an automatic auditing method.
When By Agent option is selected, the program will install the client agent on chosen network devices directly after the **Quick Configuration** wizard is finished.
After client agents are installed, they start to perform the first audit, which consists of ***quick computer scan*** and ***balanced OS and disk scan***. After the first audit is finished, agents connect to the program and send inventory information, which is consequently presented in the **Inventory** view of the **Network Inventory Console**.
If Remotely option is selected, the program performs audits on selected network devices without installing agents on them. In such case, the program utilizes the Windows mechanisms to collect inventory information. Therefore, the first audits includes only ***quick computer scan*** and ***balanced OS scan***.
If the **Manually** option is selected, the program will not perform any audits. In such case, the **Portable Audit Collector** application must be run locally on a particular network device. Please see the chapter titled Using Portable Audit Collector on page 101 for more information.
The auditing method can be changed later at any time for any inventoried devices.

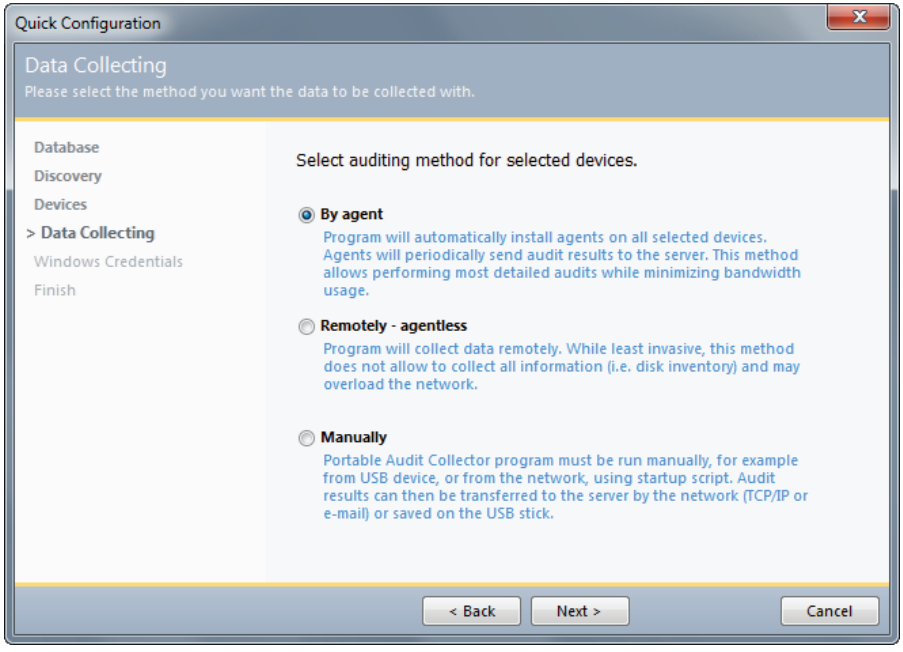

Quick Configuration
Data Collecting
Please select the method you want the data to be collected with.
Database
Discovery
Devices
> Data Collecting
Windows Credentials
Finish
Select auditing method for selected devices.
By agent
Program will automatically install agents on all selected devices. Agents will periodically send audit results to the server. This method allows performing most detailed audits while minimizing bandwidth usage.
Remotely - agentless
Program will collect data remotely. While least invasive, this method does not allow to collect all information (i.e. disk inventory) and may overload the network.
Manually
Portable Audit Collector program must be run manually, for example from USB device, or from the network, using startup script. Audit results can then be transferred to the server by the network (TCP/IP or e-mail) or saved on the USB stick.
< Back
Next >
Cancel

Figure 5 - Method of Collecting Inventory Information

5. In the **Windows Credentials** step, the default credentials can be provided. The program will automatically assign the default Windows credentials to all network devices selected for inventorying, provided that credentials weren't specified individually by the user in the **Devices** step of the **Quick Configuration** wizard. Credentials are required only when an automatic auditing method was selected. Specifically, if no login account information is provided, the client agents cannot be installed, uninstalled or updated. The default Windows credentials can be changed later at any time in the **Options** window available from the **Audit Collection Manager**.

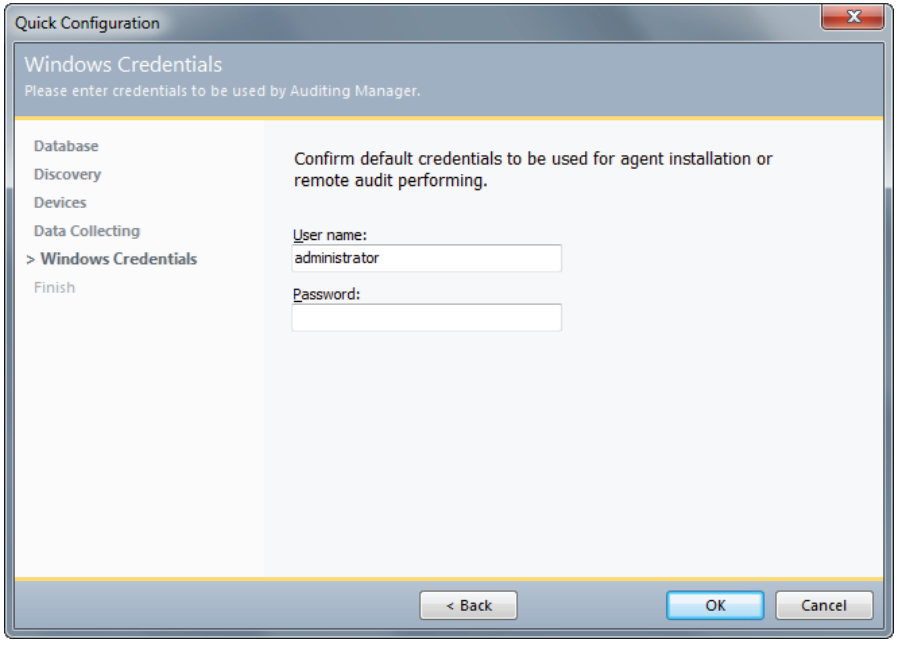


Figure 6 - Windows Credentials

When an automatic auditing method is selected and the inventory information collected, the program assigns devices to views in the **Views** panel. The program provides a list of predefined audit profiles and audit schedule. By default, all tasks included in the predefined audit schedule are enabled, which means that the program performs them automatically, regardless of whether the **Network Inventory Console** is running or not. Therefore, after the first audit is finished, the program will continue to perform predefined audits according to the audit schedule. The user can change the predefined audit tasks schedule and audit profiles later at any time. Please see chapters titled Audit Profile Window on page 71 and Managing Audit Profiles on page 69 for more information.

Notes

- *Once, the **Quick Configuration** wizard is finished, the program starts inventorying process. The program performs inventorying regardless of opening the Demonstration database from the Console Options window.*
- *Note that the program scans the network periodically and adds newly discovered devices to this list. Each device is included in this list for 30 days since its last availability in the network.*
- *Please note that the client agent can be installed on devices running Windows operating system only.*
- *While the **By agent** auditing method allows performing the most comprehensive audits, the Remotely auditing method allows collecting less inventory information, since it utilizes the Windows mechanisms in the inventory monitoring process. In the case of selecting the **Remotely** auditing method, the first audits includes only **quick computer scan** and **balanced OS scan**.*

Program Tour

This chapter explains how to use **AdRem Network Inventory** and gives you a brief description of the most important program features.

Program Layout

The **Network Inventory Console** is the main user interface, where all tasks related to the inventory monitoring can be managed.

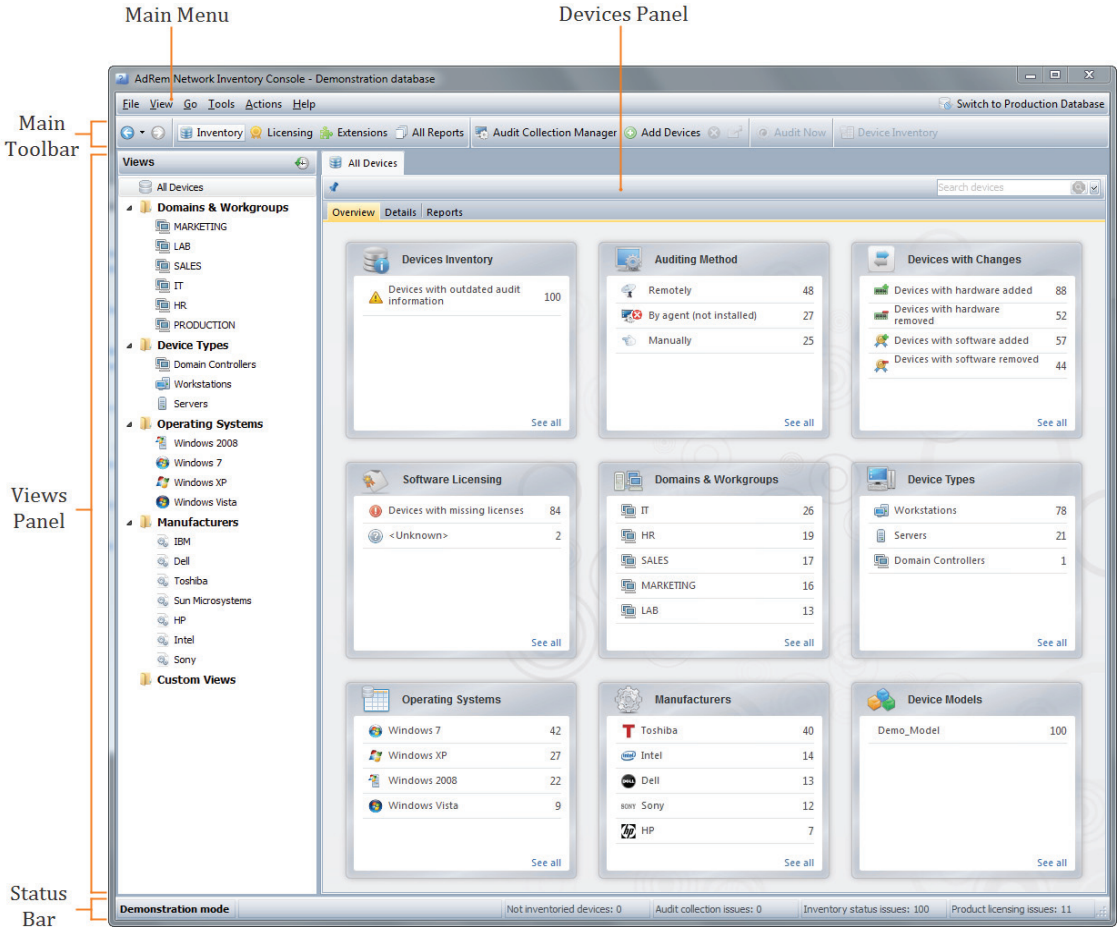


Figure 7 - Inventory View

Main Toolbar

The main toolbar of the **Network Inventory Console** is divided into two sections. On the left, the Navigation Arrows, Inventory, Licensing, Extensions and All Reports icons are available. Whereas on the right, a list of useful program functions is available just one mouse-click away. The exact number of icons available on the toolbar varies depending on the currently selected tab.

This list (in alphabetical order) describes all available icons on the **Network Inventory Console** window toolbar:

Name	*Description*
Add Custom Report	Opens the **Add New Report** wizard, which enables the user to create a new, customized extension report.
Add Devices	Opens the **Add Devices** wizard which allows adding desired devices to the program for inventorying.
Add License	Opens the **License Properties** window, where the user can define a new license assigned to the selected product.
Add New Extension	Opens the **Add Extension** wizard, which aids the user in creating a new extension.
Add Product	Displays the **Add Product** window, where the user can define new products and provide licenses assigned to them. Please see the topic titled Adding New Products and Licenses on page 117 for more information.
Audit Now	Opens the **Select Profile for Audit on Demand** window, where the user can select the audit which will be immediately performed by the program on the selected devices. In order to perform audits by the program, an automatic auditing method must be selected on devices.
Audit Collection Manager	Opens the **Audit Collection Manager** window, where the user can manage all tasks related to inventoried network devices like adding network devices for inventorying, modifying auditing methods or resolving issues related to performing audits.
Change Report Scope	Located in the **Scope** field, opens the **Change Report Scope** window, where the user can specify the scope for generating reports.
Change Report Range	Allows selecting report period along with the Previous or Next arrows. The user can also change the report date by clicking directly in the Range field.
Date	This icon allows to select date range, (day, week, month, year).

Name	*Description*
Delete Device	Allows deleting devices selected from the list of devices in the Inventory view. The previously collected data are not deleted and they're available for previewing in the Time Machine Mode. The operation of deleting device will automatically start the Client Agent uninstalling process. The deleting operation also removes deleted device from the list in the Audit Collection Manager window. The user can also stop devices from auditing without removing devices from the list presented on the Details tab of the Inventory view. Please see topics titled Deleting Network Devices on page 63 and Stopping Device Auditing on page 92 for more information.
Delete Product or License	Allows deleting products selected from the Products list of the Product Licensing view. It also allows deleting a license selected from the Assigned Licenses tab of the Product Licensing view and from the All Licenses list of the Licenses view.
Device Inventory	Opens the **Device Inventory** window, where the collected inventory data of the selected device are presented. Please see the chapter titled Browsing Inventory Information on page 105 for more details about the Inventory window.
Edit Device Properties	Allows managing properties of the selected device, such as audit schedule, auditing method, attachments or credentials. Please see the chapter titled Managing Device Properties on page 65 for more information.
Edit Product Properties	Allows managing properties of the selected product, product name, version, vendor, product licensing and assigned licenses. Please see the chapter titled Changing Product Properties on page 122 for more information on the subject.
Navigation Arrows	Allows navigating through previously presented views and select one of the for displaying.
Print View	Allows printing the currently opened view.
Range	Enables the user to select the report period.
Scope	Opens the **Change Report Scope** window, where the user can specify the scope for generating reports.

Inventory View

The **Inventory** view presents inventory information of the network devices. It contains the **Views** panel on the left and **Devices** panel on the right. The Devices panel presents devices belonging to the view currently highlighted in the **Views** panel. It contains the **Overview**, **Details** and **Reports** panels.

Views Panel

The **Views** panel is located on the left of the **Inventory** view of the **Network Inventory Console** window. By default, the Views panel consists of the following sections: **All Devices**, **Domains & Workgroups**, **Device Types**, **Operating System**, **Manufacturers** and **Custom Views**. When the **Network Inventory Console** is started for the first time, the program has not polled devices for inventory data yet. Therefore, these sections are empty. The All Devices view contains all devices selected by the user for inventorying. The program collects inventory information based on audits performed on selected network devices. If the user selects an automatic auditing method, the program creates views within each section and assigns devices to them based on the collected inventory data (except the All Devices and Custom Views). The user can add devices for inventorying at any time, by selecting the ***Add Devices*** icon.

Note

The collected inventory data are used by the program to assign devices to views and automatically created views in the Views panel, except the Custom Views, which is managed manually by the user.

Devices Panel

The network devices belonging to a particular view currently highlighted in the **Views** panel are listed in a table format in the **Devices** panel of the **Inventory** view. The Devices panel contains the **Overview**, **Details** and **Reports** tabs.

What is more, the Devices panel allows opening multiple device views and inventories on separate tabs. By selecting the ***Pin*** icon, each next view highlighted in the Views panel, is opened in a new tab.

Device Inventory view, however, is always opened in a new tab. To open the inventory information of another device in a new tab, the ***Pin*** icon must be selected on the already opened **Device Inventory** tab.

Overview Tab

This tab contains several panels which present common inventory information about network devices of a particular view, currently highlighted in the Views panel.

Name	*Description*
Auditing Method	Since the data may be collected automatically (by client agents installed on devices or remotely), or manually by running the **Portable Audit Collector** application on a device, this panel presents the number of client agents and their current status, number of devices inventoried remotely as well as the number of network devices where the data is collected manually.
Device Models	Displays model of particular device.
Devices Inventory	Contains the number of network devices with their current audits statuses.
Device Types	The number of network devices and their types discovered by the program is presented in this panel.

Name	*Description*
Devices with Changes	Presents the number of network devices where recent changes in inventory information have been identified by the program based on performed audits. Changes refer to software, hardware and licensing information.
Domains and Workgroups	Contains information about number of devices belonging to a given domain or workgroup within a selected view.
Manufacturers	Presents the number of network devices of a given manufacturer.
Operating Systems	The number of network devices and their operating system discovered by the program is displayed in this panel.
Software Licensing	Presents the number of network devices with their current licensing statuses. This panel contains information only for products for which the user selects the Managed or Prohibited option in the Product Licensing field. Please see the chapter titled Adding New Products and Licenses on page 117 for more information.

The ***Time Machine*** icon located on the Views panel toolbar, allows viewing the list of devices and inventory information available at a particular date. When the Time Machine Mode is enabled, the calendar is automatically invoked in the Views panel. The user can select any date and display inventory information available for this date.

Note

Please note that the Auditing Method, Devices with Changes and Software Licensing panels are not available when the Time Machine Mode is enabled.

Details Tab

This tab presents the list of devices belonging to a particular view currently highlighted in the **Views** panel.

List of Devices

Detailed information about the network device currently highlighted in the list of devices is presented in the following columns:

Name	*Description*
Address	Specifies the IP address of the device.
Auditing Method	Indicates the data collecting method selected by the user for the particular network device. In the case of auditing By Agent, the present status of the Client Agent on the particular network device is displayed; whether it is online, offline, not installed, disabled, error or performing an audit. All status indicators are described in the table below. Please see the chapter titled Auditing Methods on page 90 for more information.
Device	Presents the IP address and name of a device.

Name	*Description*
Device Type	Indicates the type of device; whether it is server, workstation or domain controller. Furthermore, the icon indicates virtual machines.
Domain or Workgroup	Specifies membership of a particular device.
Found	Displays the exact date and time when the first audit was performed on a device.
Inventory Status	Indicates the present status of audits performed on the network device; whether it is OK, missing or outdated. All status indicators are described in the table below.
Last Audited	Specifies the exact date and time when the last audit was performed on a device.
Last Contacted	Specifies the exact date and time when the **Client Agent** was contacted with the program for the last time. The program automatically updates status displayed in this column, depending on agents status. For auditing remotely, this column shows the date and time of the last performed audit.
Last Discovered	Specifies the exact date and time when the network device was available for the last time. The program updates the **Last Discovered** field automatically every 30 minutes. Furthermore, availability of devices with installed agents is checked every time Force Agent Configuration Update Now option available from the **Actions ► Audit** menu is used.
Licensing Status	Displays the status of products licenses on inventoried network devices based on the last audit performed with the disk inventory profile option enabled. The following statuses can be indicated: **Excluded** – the user excludes the product and its licenses from being managed in the program. **Not Valid** – indicates the number of missing product licenses on the network device. **OK** – indicates that no product licensing problem was discovered on the network device. **Unknown** – the license status of particular product cannot be determined (e.g. no license is assigned to the particular product).
Manufacturer	Specifies the devices's manufacturer.
Model	Provides the model of the device.
Name	Displays the device name.
Operating System	Presents the operating system running on the network device.
Recent Changes	Indicates a number of hardware and/or software changes identified during the last audit performed on the network devices.
Serial Number	Shows the device's serial number.

Name	*Description*
Virtual Machine	Provides information whether a device was recognized as virtual machine.

The status of an audit is indicated in the **Inventory Status** field by icons described in the following table.

Icon	*Name*	*Description*
	OK	The last audit was successfully performed, inventory data collected by the program. Therefore, the latest inventory information is presented.
	Missing	This status indicates that the network device is added by the user to the program, but the inventory audit was not performed even once. Therefore, no inventory data are collected by the program – inventory data are missing. This status usually appears when the agent was not successfully installed on the network device.
	Outdated	It indicates that two or more inventory audits were not performed on devices. Inventory audits may be scheduled to be performed automatically or performed by the user immediately on the selected devices. There can be several reasons why two last inventory audits were not performed on the network device. Please see the topic titled Inventory Audits Performance Issues on page 181 for more information on the subject.
	In Progress	Inventory audit is being currently performed on the network device. The audit can be either scheduled or started by the user.
	Unknown	This icon indicates that inventory status is unknown.

Statuses indicated in the **Auditing Method** field are described in the table below:

Icon	*Name*	*Description*
	By agent (online)	The **Client Agent** is successfully installed on a device, and connection with the program is established. The Client Agent is not performing any audit task, and is ready to perform scheduled audits or receive and start tasks assigned by the user.
	By agent (offline)	The installed agent is currently offline. The desktop editions of Windows systems limit the number of half-open connections (SYN) to maximum of 10 per second. If the program is installed on desktop Windows edition, the status of a **Client Agent** can temporarily become offline if the limit of simultaneous connections is exceeded. Please see the topic titled Inventory Audits Performance Issues on page 181 for more information.

Icon	*Name*	*Description*
	By agent (disabled)	Audits are disabled by the user on devices. No audit will be performed on them and the actions queue existing on the **Client Agent** is cleared. However, the connection with the program is established.
	By agent (agent error)	An error occurred during communication between the agent and the program.
	By agent (not connected)	The **Client Agent** is not connected to the program. There can be several reasons why connection to the program is not established. Please see the topic titled Configuring Windows Machines for Inventorying on page 184 for more information.
	By agent (agent not installed)	The **Client Agent** is not installed on a device. Please see the topic titled Configuring Windows Machines for Inventorying on page 184 for more information.
	By agent (auditing)	The **Client Agent** is performing an audit on the network device. The audit can be either scheduled or started by the user.
	By agent (audit canceled)	The audit currently performed by the agent is canceled by the user. However, if the agent contains the actions queue, then the next task will be automatically started. The **Cancel Current Audit** option can be also available for the user currently logged to the device on which the agent is installed and performing an audit.
	By agent (audit postponed)	The currently running audit is postponed by the user. The postponed audit task will be automatically resumed after selection of the postpone time interval. The postpone audit option can be also available for the user logged to the device on which the agent is installed and performing an audit. Please see chapter titled Postponing Audits on page 81 for more information.
	By agent (auto updating)	The **Client Agent** is currently updating to the newer version.
	Remotely	The **Remotely** auditing method is selected for particular network device. The program collects inventory information automatically in the agentless manner, based on utilizing Windows mechanisms. In such case, no agent is installed on devices. The auditing method can be changed in the General view of the Device Properties window. Please see chapter titled Auditing Methods on page 90 for more information.

Icon	*Name*	*Description*
	Remotely (auditing)	The program performs an audit on the remotely inventoried network device.
	By loging script	To perform audits the login script is used on the particular network device.
	By loging script (auditing)	The program performs an audit on the network devices inventoried with using the login script.
	Changing auditing method	The process of configuring the particular network device is currently in progress. After the configuration process is finished on the network device, the appropriate auditing method is displayed in the **Auditing Method** field.
	Manually	This status indicates that no audit will be performed by the program on the particular network device. The user can perform audits with using the **Portable Audit Collector**. Please see the chapter titled Using Portable Audit Collector on page 101 for more information on the subject. The user can select the **Manually** auditing method in the **General** view in the **Device Properties** window. Please see chapter titled Auditing Methods on page 90 for more information.
None		The particular network device is not currently inventoried. In this case, the **None** audit method is selected in the **General** tab of the **Device Properties** window. Furthermore, inventory information sent with using the **Portable Audit Collector** is also not collected. The None option can be selected from within the Device Properties window.

By using the ***Filter Views*** icon, located on the **Details** tab toolbar, the user can select the desired view. However, the custom layout of the current view will be lost when another view will be selected. To save custom layout of the particular view, select the **Save Current View Settings.** Next time, when the user selects this view, the saved custom layout will be presented. To remove custom layout and return to the default layout, select the **Reset Current View to Default** option. Please notice that the **Reset Current View to Default** option is available in the particular view only when the **Save Current View Settings** option was used.

Device Details

The device details section, located at the bottom of the **Details** tab, presents inventory information about the network device currently highlighted on the list above. Information is presented based on inventory audits performed on the network device. The section contains tabs described below.

Name	*Description*
Summary	Presents general information about the selected device and status of performed audits.
Licensing Status	This tab contains the list of products for which the user have selected the **Managed** or **Prohibited** option in the **Product Licensing** field. By specifying the product licensing option and assigning licenses to products, the user can manage inventoried products and current status of their licenses. The program verifies the licenses status assigned to inventoried products based on performed audits.
Recent Changes	It contains a list of changes in hardware and software, identified by the program during the last performed audit in relation to the preceding audit.
History of Changes	This tab contains a list of hardware and software changes discovered based on all audits performed on the selected device. Changes are organized and presented in groups (e.g. hardware or software).
History of Audits	This tab contains the history of audits performed on the selected network device, grouped into sections. Each section includes the list of audits along with the dates when they were performed and selected profile options.

Notes

- *Please note that the device details section contains inventory information from the performed audits. To identify the hardware or software changes, performed audits must have **Hardware** or **Disk Inventory** options enabled. Please see the chapter titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.*
- *Please note that the **Licensing Status**, **Recent Changes** and **History of Changes** are not available when the Time Machine Mode is enabled.*

Reports Tab - Inventory View

The **Reports** tab allows the user to generate reports, whose scope correspond to the subject of the selected view. All the reports available in the Reports tab are predefined and cannot be deleted or edited from within the tab. More information on managing and generating reports can be found in chapter titled Managing Reports on page 133.

Licensing View

The **Licensing** view is dedicated to manage licenses on the inventoried devices. It contains three separate views: **Product Licensing**, **Licenses** and **Reports**.

The **Product Licensing** view contains the **Products** section where the list of all products inventoried in the program is presented along with the products licensing statuses. In the **Assigned Licenses** tab, at the bottom of the view, the list of licenses assigned to the selected product is presented. The **Devices** tab, located next to the Assigned Licenses tab, presents the list of network devices where the licensed products are installed.

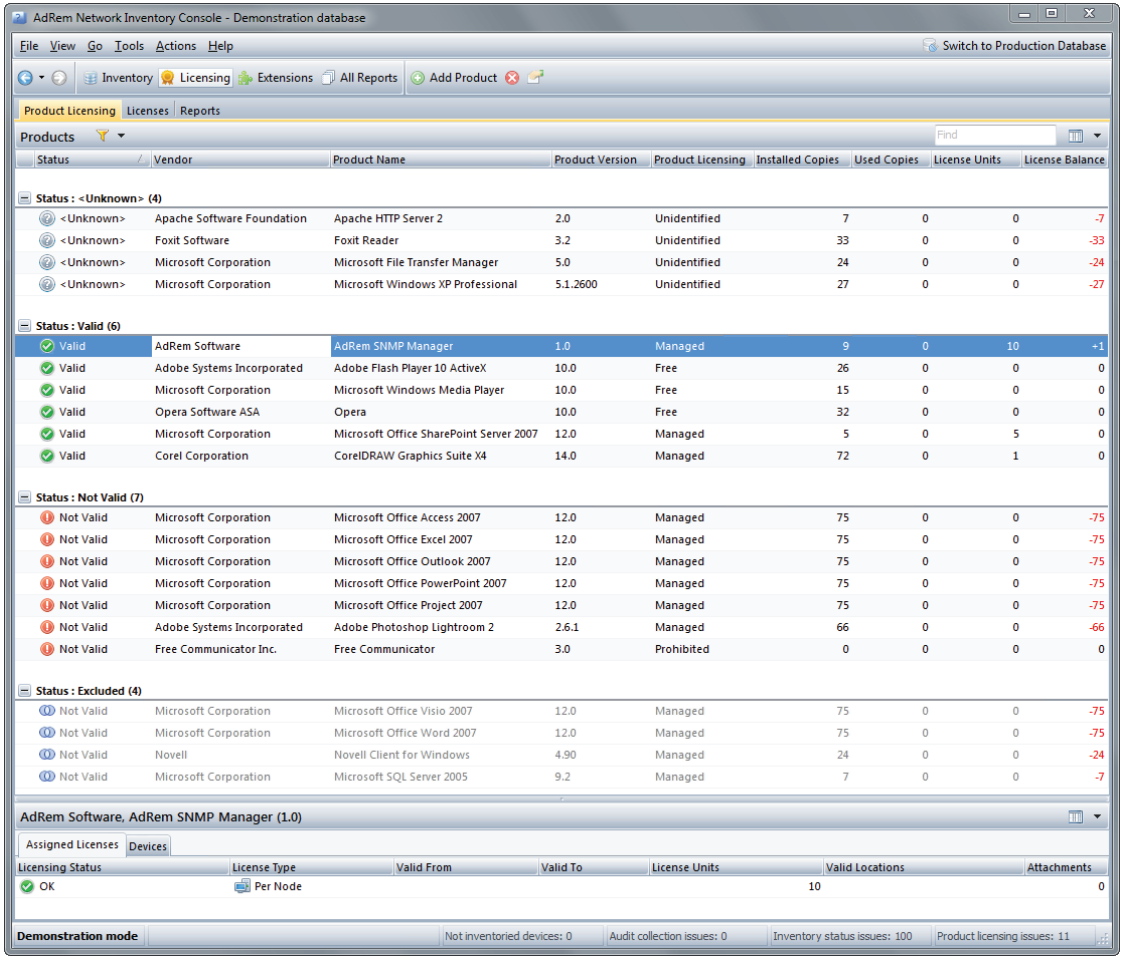

AdRem Network Inventory Console - Demonstration database
File View Go Tools Actions Help
Switch to Production Database
Inventory Licensing Extensions All Reports Add Product
Product Licensing Licenses Reports
Products
Find
Status Vendor Product Name Product Version Product Licensing Installed Copies Used Copies License Units License Balance
Status : <Unknown> (4)
<Unknown> Apache Software Foundation Apache HTTP Server 2 2.0 Unidentified 7 0 0 -7
<Unknown> Foxit Software Foxit Reader 3.2 Unidentified 33 0 0 -33
<Unknown> Microsoft Corporation Microsoft File Transfer Manager 5.0 Unidentified 24 0 0 -24
<Unknown> Microsoft Corporation Microsoft Windows XP Professional 5.1.2600 Unidentified 27 0 0 -27
Status : Valid (6)
Valid AdRem Software AdRem SNMP Manager 1.0 Managed 9 0 10 +1
Valid Adobe Systems Incorporated Adobe Flash Player 10 ActiveX 10.0 Free 26 0 0 0
Valid Microsoft Corporation Microsoft Windows Media Player 10.0 Free 15 0 0 0
Valid Opera Software ASA Opera 10.0 Free 32 0 0 0
Valid Microsoft Corporation Microsoft Office SharePoint Server 2007 12.0 Managed 5 0 5 0
Valid Corel Corporation CorelDRAW Graphics Suite X4 14.0 Managed 72 0 1 0
Status : Not Valid (7)
Not Valid Microsoft Corporation Microsoft Office Access 2007 12.0 Managed 75 0 0 -75
Not Valid Microsoft Corporation Microsoft Office Excel 2007 12.0 Managed 75 0 0 -75
Not Valid Microsoft Corporation Microsoft Office Outlook 2007 12.0 Managed 75 0 0 -75
Not Valid Microsoft Corporation Microsoft Office PowerPoint 2007 12.0 Managed 75 0 0 -75
Not Valid Microsoft Corporation Microsoft Office Project 2007 12.0 Managed 75 0 0 -75
Not Valid Adobe Systems Incorporated Adobe Photoshop Lightroom 2 2.6.1 Managed 66 0 0 -66
Not Valid Free Communicator Inc. Free Communicator 3.0 Prohibited 0 0 0 0
Status : Excluded (4)
Not Valid Microsoft Corporation Microsoft Office Visio 2007 12.0 Managed 75 0 0 -75
Not Valid Microsoft Corporation Microsoft Office Word 2007 12.0 Managed 75 0 0 -75
Not Valid Novell Novell Client for Windows 4.90 Managed 24 0 0 -24
Not Valid Microsoft Corporation Microsoft SQL Server 2005 9.2 Managed 7 0 0 -7
AdRem Software, AdRem SNMP Manager (1.0)
Assigned Licenses Devices
Licensing Status License Type Valid From Valid To License Units Valid Locations Attachments
OK Per Node 10 0
Demonstration mode
Not inventoried devices: 0
Audit collection issues: 0
Inventory status issues: 100
Product licensing issues: 11

Figure 8 - Licensing View

Product Licensing Tab

The **Product Licensing** tab presents information about software products and their licenses inventoried in the program. The actual status of products and licenses is identified by the program, based on performed audits.

The status of a licensed product is displayed in the **Status** field, located in the **Products** section of the **Product Licensing** tab and **Licensed Products** tab of the **Licenses** view. The program identifies the actual product status based on information collected during the last performed audit. The list of licensed product statuses is described in the table below.

Icon	*Name*	*Description*
	Excluded	It indicates that the product and assigned licenses are excluded from being managed in the program. The excluded products are grayed out.
	Not Valid	This icon indicates that the license assigned to a particular product is violated for at least one product copy installed in the inventoried network. Violation of the product license depends on the license type and properties specified by the user. Details about licenses assigned to the product highlighted in the **Products** section are presented in the **Assigned Licenses** tab of the **Products Licensing** view.
	Unknown	The actual status of the licensed product cannot be determined by the program. The program automatically assigns the **Unknown** status to all products discovered based on the first performed audit. The product licensing type hasn't been specified by the user yet.
	Valid	This icon indicates that the license assigned to the product is not violated by any installed product copy in the inventoried network.

The **Products** section presents a list of products and their actual licenses information in a table format, which contains the following columns:

Name	*Description*
Installed Copies	This column specifies the number of product copies installed on inventoried devices.
License Balance	Indicates the number of missing or unused license units for each software product. The program compares values presented in the **Installed Copies** and the **License Units** columns. The negative number displayed in the **License Balance** column for a particular product indicates that the number of installed product copies exceeds the number of license units. In such case, the license is violated. The following license types are not validated for the license balance: **Corporate** **Site** – only when no location is specified. If one of the licenses described above is assigned to a particular product, then 0 will always be indicated in the License Balance field. Other license types are validated according to their license units. For example, the user assigned to a particular product the Per Node license type for 5 nodes, but the program discovers 10 installed product copies, then –5 is indicated in the License Balance field.

Name	*Description*
License Units	It specifies the total number of license units assigned to a particular product. It is calculated based on the **License Units** column located in the **Assigned Licenses** tab. The following license types always represents 1 license unit: **Corporate** **Free** **Named User** **Site** However, the number of units representing other license types depends on properties specified by the user. For example, on the Assigned Licenses tab, the user can assign the following license types to a particular product: **Per Node** – 10 licensed nodes. **Floating** – 5 licensed units. **Shared** – 2 licensed units. In such case, the total number of license units assigned for this product equals 17 and it's displayed in the **License Units** column of the Products section.
Product Licensing	It displays the licensing type specified by the user. After performing the first audit, the program automatically assigns the Unidentified licensing type to all discovered products. By specifying the product licensing type, the user can organize products into groups (e.g. Managed, Prohibited or Free) according to the individual needs.
Product Name	This column presents the product name.
Product Version	Presents information about the product version.
Status	This column specifies the current status of the product. The product status is identified based on properties of the license assigned to product and performed audits with the **Disk Inventory** profile option enabled. If this option is disabled, the program determines the actual product status only based on license properties specified by the user. Please see the chapter titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.
Used Copies	Specifies the number of inventoried devices where a given product has been used since the first performed audit. In order to receive proper data the **Application Usage Statistics** option must be enabled in performed audits.
Vendor	This column displays the product vendor name.

The **Assigned Licenses** tab presents a list of licenses assigned by the user to the product highlighted in the Products section above. The license details are presented in a table format which consists of the following columns:

Name	*Description*
Attachments	Specifies the number of attachments assigned to the license.

Name	*Description*
License Type	The license type is presented in this column. The license type is specified by the user during the process of adding licenses to the program.
License Units	It presents the number of license units (i.e. one license allows using the product on a defined number of devices).
Licensing Status	Indicates the actual license status identified by the program, based on properties of entered license and performed audits with the **Disk Inventory** option enabled. If this option is disabled, the program determines the actual licensing status only based on license properties specified by the user. Please see the chapter titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.
Valid From	Displays the exact date when the validity period starts for a given product, according to the date specified in the assigned license.
Valid Locations	The list of location names, separated by semicolons is presented in this column. The location names representing views belonging to sections in the **Views** panel, where the licensed product is used.
Valid To	Displays the exact date when the validity period expires for a given product, according to the date specified in the assigned license.

The **Licensing Status** column available in the the **Assigned Licenses** tab is described in the list below:

Icon	*Name*	*Description*
	Expired	Indicates that the time limit of the license assigned by the user to the selected product is violated. For example, the user assigned the Per Node license type to the selected product with the 30 days after installation. The program compares information collected during the last performed audit with parameters entered by the user. The Expired status is displayed when the time limit is exceeded by the program copy installed on the selected network device..
	Not Valid Location	The particular product is not used within the location specified by the user in the assigned **Site** license type..
	Not Valid Yet	It informs that the selected product is used before the time limit specified by the user in properties of assigned license. For example, the user assigned the Per Node license type to the selected product with the Valid from date specified. The program compares information collected during the last performed audit with parameters entered by the user. The To be valid from status is displayed when the product was used before the validity period, specified by the user in the license properties.

Icon	Name	Description
	OK	The license specified by the user in not violated by any installed product copy in the inventoried network.
	Overused	It indicates that the number of product copies selected in the inventoried network exceeds the number of licensed copies specified by the user in properties of assigned license. For example, the user assigned the Per Node license type to the selected product with the limit of 5 licensed copies allowed to use in the inventoried network. The program compares information collected during the last performed audit with parameters entered by the user. The Overused status is displayed when the number of product copies used in the inventoried network exceeds the number of licensed copies.
	Unknown	The license status cannot be determined. For example, the **Disk Inventory** option is not enabled in the audit profile performed by the program, which is necessary to verify whether the license assigned by the user is violated in the inventoried network.

The **Devices** tab presents the list of network devices where the selected product is installed. The list of devices is presented in a table format which contains the following columns:

Name	Description
Found	This column specifies the exact date and time when the selected product was discovered for the first time.
IP Address	It displays the IP address of the network device where the selected product is installed.
Name	The name of the network device where the product selected on the Product list is presented in this column.

Licenses Tab

The **Licenses** tab presents the list of licenses, licensed products and devices on which products are installed. The **All Licenses** section presents the list of all licenses specified by the user in the program. Information about licenses is presented in the following columns:

Name	Description
Attachments	Specifies the number of files attached to a particular license.
License Type	Specifies the type of a license. Please see the topic titled License Types Description on page 114 for more information.
Licensed Products	Specifies the product and vendor name.

Name	*Description*
License Units	Specifies the number of license units for a particular license type (i.e. one license allows using the product on a specified number of nodes). The following license types always represents 1 license unit: **Corporate** **Named User** **Site** **Free** However, the number of units representing other license types depends on properties specified by the user. For example, in the All Licenses section, the user can enter the following license types and assign them to a particular product: **Per Node** – 10 licensed nodes. **Floating** – 5 license units. **Shared** – 2 license units In such case, the total number of license units assigned for this product equals 17 and it's displayed in the **License Units** column of the **Licensed Products** tab below.
Status	Indicates the actual license status identified based on information collected during the last performed audit. Please see the table below for the detailed description of the license statuses available in the program.
Valid From	Displays the exact date when the validity period starts for a given product, according to the date specified in the assigned license.
Valid Locations	Displays the list of location names separated by semicolons. Location names representing views belonging to sections in the **Views** panel, where the licensed product is used.
Valid To	Displays the exact date when the validity period expires for a given product, according to the date specified in the assigned license.

The **Status** column available in the **All Licenses** section contains the following license statues:

Icon	*Name*	*Description*
	Expired	It indicates that the time limit of the license assigned by the user to the selected product is violated. For example, the user assigned the Per Node license type to the selected product with the 30 days after installation. The program compares information collected during the last performed audit with parameters entered by the user. The Expired status is displayed when the time limit is exceeded by the program copy installed on the selected network device.
	Location not allowed	The particular product is not used within the location specified by the user in the assigned **Site** license type.

Icon	*Name*	*Description*
	To be valid from	It informs that the selected product is used before the time limit specified by the user in properties of assigned license. For example, the user assigned the Per Node license type to the selected product with the Valid from date specified. The program compares information collected during the last performed audit with parameters entered by the user. The To be valid from status is displayed when the product was used before the validity period, specified by the user in the license properties.
	Valid	The license specified by the user in not violated by any installed product copy in the inventoried network.
	Overused	It indicates that the number of product copies selected in the inventoried network exceeds the number of licensed copies specified by the user in properties of assigned license. For example, the user assigned the Per Node license type to the selected product with the limit of 5 licensed copies allowed to use in the inventoried network. The program compares information collected during the last performed audit with parameters entered by the user. The Overused status is displayed when the number of product copies used in the inventoried network exceeds the number of licensed copies.
	Unknown	The license status cannot be determined. For example, the Disk Inventory option is not enabled in the audit profile performed by the program, which is necessary to verify whether the license assigned by the user is violated in the inventoried network.

Licensed Products tab

The **Licensed Products** tab presents a list of products to which the particular license is assigned. The list contains the following columns:

Name	*Description*
Installed Copies	Specifies the number of product copies installed on inventoried devices.
License Units	Specifies the total number of license units assigned to a particular product. It is calculated based on the **License Units** column located in the **All Licenses** section.
Product Licensing	Displays the licensing type. The product licensing is specified by the user. After performing the first audit, the program automatically assigns the Unidentified licensing to all discovered products. By specifying the product licensing the user can manage products and licenses on inventoried devices according to the individual needs. Please see the topic titled Managing Products and Licenses on page 113 for more information.
Product Name	Displays the product name.

Name	*Description*
Product Version	Shows the product version.
Status	Specifies the current status of the product.
Used Copies	The number of inventoried devices on which a given product has been used since the first performed audit. The data are gathered from the installed agents which collect information, basing on the services running on a particular device. In order to receive proper data the Include application usage statistics option must be enabled.
Vendor	Displays the product vendor name.
License Balance	Specifies the number of missing or unused license units for each software product. The program compares the number of installed product copies presented in the **Installed Copies** column with the number of license units presented in the **License Units** column. The negative number displayed in the **License Balance** column for a particular product indicates that the number of installed product copies exceeds the number of license units. In such case, the license is violated. The following license types are not validated for the license balance: **Corporate**. **Site** – only when no location is specified. If one of the licenses described above is assigned to a particular product, then 0 will always be indicated in the License Balance field. Other license types are validated according to their license units. For example, the user assigned to a particular product the **Per Node** license type for 5 nodes, but the program discovers 10 installed product copies, then –5 is indicated in the License Balance field. Please see the topic titled License Types Description on page 114 for more information.

Devices tab

The **Devices** tab presents the list of network devices where products listed in the Licensed Products tab are installed. The list of devices is presented in a table format which contains the following columns (listed here in alphabetical order):

Name	*Description*
Found	Specifies the exact date and time when at least one product to which the selected license is assigned, was discovered for the first time.
IP Address	Displays the IP address of the network device.
Name	Presents the name of the network device.

The **Product Licensing** and **Licenses** tabs allow adding/removing columns, grouping them and creating a custom filtering view, by using the appropriate icon described in the table below.

Icon	*Name*	*Description*
	Customize	The user can change the order of columns, their size or add/remove them from the view in order to present information in a clear and more convenient manner.
	Auto Width	It automatically adjusts the width of columns to fit all of them exactly to the width of the window.
	Filtered View	The function provides two types of filters that enable the user to display only the products copied by the installer, display excluded products or present all available products.
		In the **Licensing** view the user can find desired information in the currently opened view, such as phrase/sequence containing desired characters. The desired phrase/sequence can be found in the **Products** section of the **Product Licensing** view and **All Licenses** section of the **Licenses** view. By entering the desired phrase/sequence directly in the **Find** field, the program automatically starts quick search.
Best Fit All		Adjusts the width of all columns in the table, according to their longest contents.
Group By		Allows grouping devices displayed in the table according to the selected criterion.

Notes

- *Notes added to the particular license are presented in a separate row directly below this license.*
- *By clicking the column header, the user can sort data in the table according to the selected column. To narrow down the information presented in the table, you can click the **Down Arrow** icon located in a particular column header and directly select devices or use the Custom filter to search them using own preferences.*
- *Please see the chapters titled Managing Products and Licenses on page 113 and Generating Reports on page 133 for more information.*

Reports Tab - Licensing View

The **Reports** tab allows the user to generate reports, whose scope correspond to the subject of the selected view. All the reports available in the Reports tab are predefined and cannot be deleted or edited from within the tab. More information on managing and generating reports can be found in chapter titled Managing Reports on page 133.

Extensions View

The property extensions allow storing useful information, related to the inventoried devices. An extension is a template consisting of fields, list or both, where specific information can be entered. The program allows assigning entered information to the selected devices. All tasks related to managing extensions are performed in the **Extensions** view.

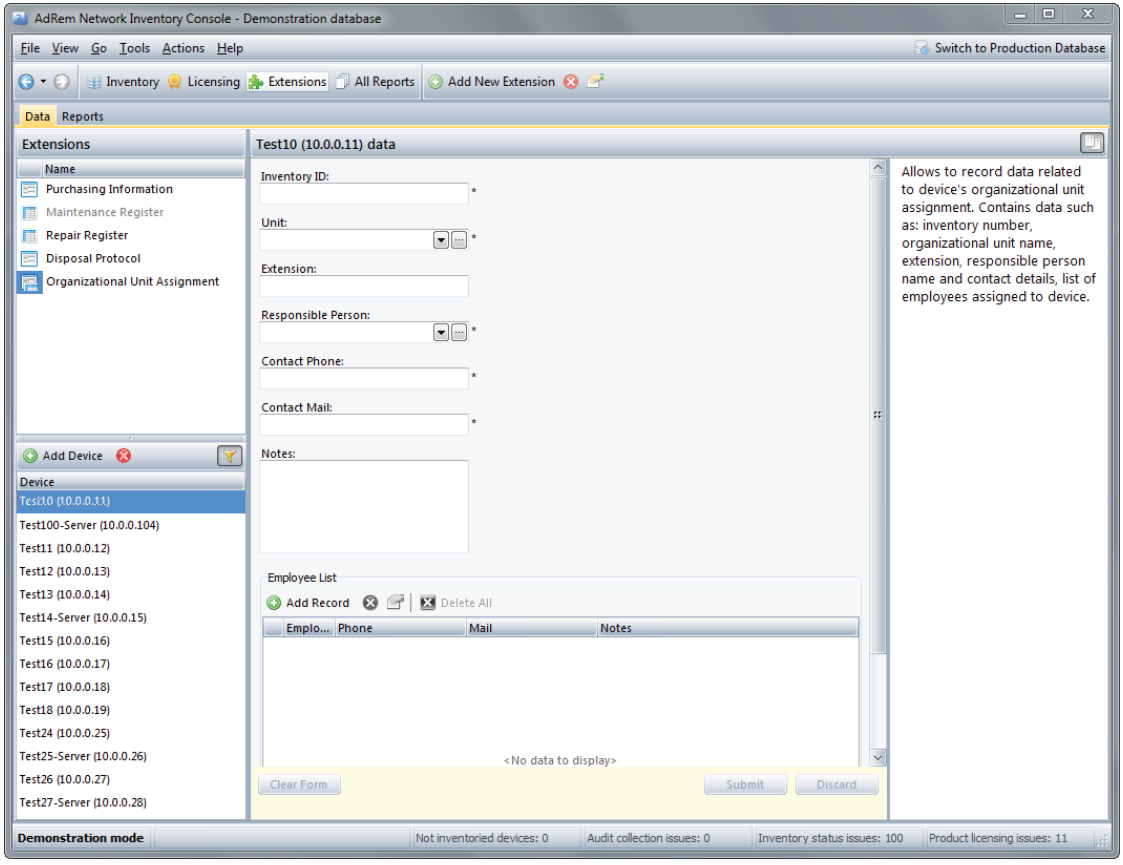


Figure 9 - Extensions View

The Extensions view consists of the following sections:

- **Extensions** – presents the list of extensions with their names and types. If the check box located on the left is selected, the particular extension is enabled for all inventoried devices. The icon located next to the check box, indicates whether the particular extension consists of fields, list or both. The actual fields and/or list of the enabled extension, where information can be entered, are presented in the **Extension Details** section. The list of extensions can be customized. Please see the chapter titled Customizing Tables on page 177 for more information.

- **Devices** – located below the **Extensions** section, presents the list of all inventoried devices to which the particular extension is assigned when the ***Show Only Devices with Assigned Data*** icon is selected. When this icon is deselected the list of all inventoried network devices is presented. In such case, the ***Extension Data Assigned*** icon located on the right

of the particular device indicates that information entered in the **Extension Details** section of the selected extension is assigned to this device. In such case, information will be visible and accessible from within the **Device Properties** window of assigned device Please see the chapter titled Managing Device Properties on page 65 for more information.

- **Extension Details** – located to the right of the **Devices** and **Extensions** sections. The **Description** section, available by clicking the ***Description*** icon, presents a short information entered while creating an extension. The **Extension Details** presents the defined type (i.e. field and/or list), where the information can be entered. The Extension Details is available when at least one device is assigned to the extension.

Note

- *Please note that inventory information collected by the program based on performed audits is not presented in the Extensions since it is dedicated to manage custom information only.*
- *More information on the subject can be found in the chapter titled Using Device Properties Extensions on page 139.*

Reports Tab - Extensions View

The **Reports** tab allows the user to generate reports, whose scope correspond to the subject of the selected view. All the reports available in the Reports tab are predefined. However, the user can create own, custom reports by using the ***Add Custom Report*** icon. More information on managing and generating reports can be found in chapters titled Managing Reports on page 133 and Extensions reports on page 152.

All Reports View

The reporting capability allows presenting the collected inventory data in a table and/or graph formats. **AdRem Network Inventory** comes with a set of predefined reports available in the **All Reports** view. Reports can be generated and viewed for the scope and time range, selected from the main toolbar. All reports are grouped into tabs according to their purpose. The All Reports view contains the following sections:

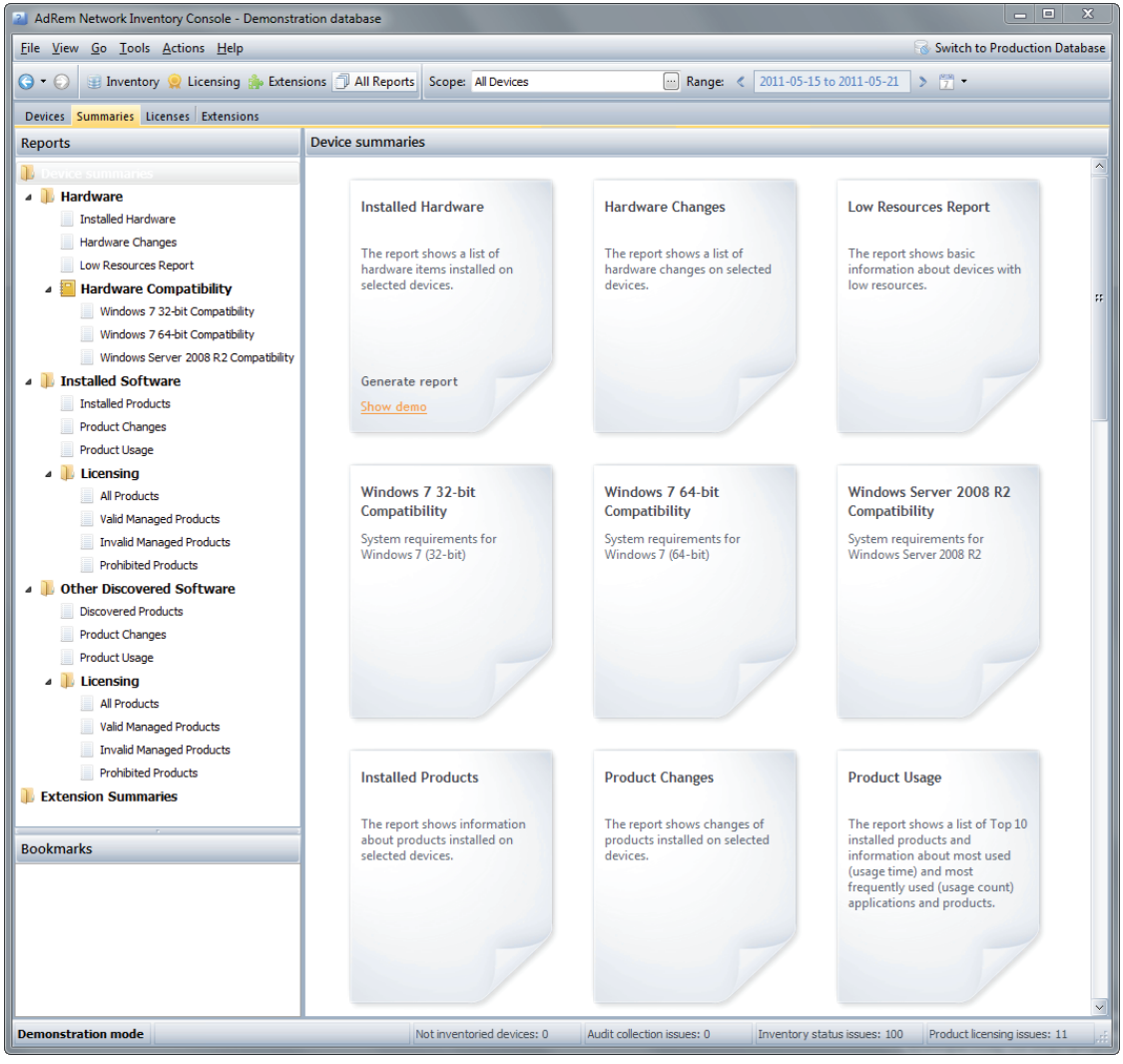

AdRem Network Inventory Console - Demonstration database
File View Go Tools Actions Help
Switch to Production Database
Inventory Licensing Extensions All Reports
Scope: All Devices
Range: 2011-05-15 to 2011-05-21
Devices Summaries Licenses Extensions
Reports
Device summaries
Hardware
Installed Hardware
Hardware Changes
Low Resources Report
Hardware Compatibility
Windows 7 32-bit Compatibility
Windows 7 64-bit Compatibility
Windows Server 2008 R2 Compatibility
Installed Software
Installed Products
Product Changes
Product Usage
Licensing
All Products
Valid Managed Products
Invalid Managed Products
Prohibited Products
Other Discovered Software
Discovered Products
Product Changes
Product Usage
Licensing
All Products
Valid Managed Products
Invalid Managed Products
Prohibited Products
Extension Summaries
Bookmarks
Installed Hardware
The report shows a list of hardware items installed on selected devices.
Generate report
Show demo
Hardware Changes
The report shows a list of hardware changes on selected devices.
Low Resources Report
The report shows basic information about devices with low resources.
Windows 7 32-bit Compatibility
System requirements for Windows 7 (32-bit)
Windows 7 64-bit Compatibility
System requirements for Windows 7 (64-bit)
Windows Server 2008 R2 Compatibility
System requirements for Windows Server 2008 R2
Installed Products
The report shows information about products installed on selected devices.
Product Changes
The report shows changes of products installed on selected devices.
Product Usage
The report shows a list of Top 10 installed products and information about most used (usage time) and most frequently used (usage count) applications and products.
Demonstration mode
Not inventoried devices: 0
Audit collection issues: 0
Inventory status issues: 100
Product licensing issues: 11

Figure 10 - Reports View

- **Reports** – contains a list of available reports grouped into tabs.
- **Report Details** – it is the main area of the All Reports view. It presents the report name at the top and information about selected report. Once the report has been generated, it is displayed in the report details section.
- **Bookmarks** – presents the contents of the selected report. It is a very useful tool, especially when the selected report contains many pages All report templates, belonging to the

folder selected in the Reports view, are presented on the right. The report generating and demo preview options become available after placing the mouse pointer over each report template.

The **All Report** view provides essential operations to present the report templates, generate and analyze reports selected by the user. A list of predefined report templates, organized into tabs, is displayed in the **Reports** panel located on the left. All report templates belonging to the folder selected in the Reports view are presented on the right. The report generating and demo preview options become available after placing the mouse pointer over a report.

Details about the report selected in the Reports panel are displayed on the right of the Reports view. Reports can be generated and viewed in the specified scope and time range. If a single device is selected in the Scope field, a list of reports referred to the selected device is displayed in the **Report Details** panel.

The main area of the Reports view is used to present the report details. The report name is displayed at the top with the information about selected report below. The report details section allows presenting the demonstration report and generating report. Once, the report has been generated, it is displayed in the report details section.

The **Bookmarks** section contains the table of contents of the generated report and allows navigating through it. It is a very useful tool, especially when the selected report contains many pages.

Note

More detailed information on reporting capability can be found in chapter titled *Managing Reports on page 133*..

Presenting Inventory Information of Selected Device

Gathered inventory information can be presented in the Inventory and Licensing views. In the Inventory view information is presented in a separate device inventory tab, available in the Devices Panel after selecting the ***Device Inventory*** icon. In the Licensing view the inventory information is presented in the **Device Inventory** window. In both cases, the device inventory contains the same tabs, where detailed information is organized into groups and tables. Inventory information is presented for the user selected network device. Please see the chapter titled Browsing Inventory Information on page 105 for detailed information on the subject.

The **device inventory** tab and **Device Inventory** window contains the following tabs:

Name	*Description*
General	Contains basic information about inventoried network device, such as Domain, Name, Operating System, IP address, CPU, RAM or Disk Space.
Hardware	Presents information about hardware installed on the network device. Inventory data is grouped into sections related to the specific hardware information type (e.g. mainboard, processors, monitors, network adapters, etc.).

Name	*Description*
Operating System	Shows information about the operating system running on the network device. Inventory data is grouped into sections representing information related to the operating system (e.g. group, account, system driver, etc.).
Hotfixes	Displays a list of updates installed on the selected network device.
Software	Contains information about software installed on the network device.
Storage	Presents information about storage on the network device. Inventory data is presented in Logical Disks and File Statistics views.

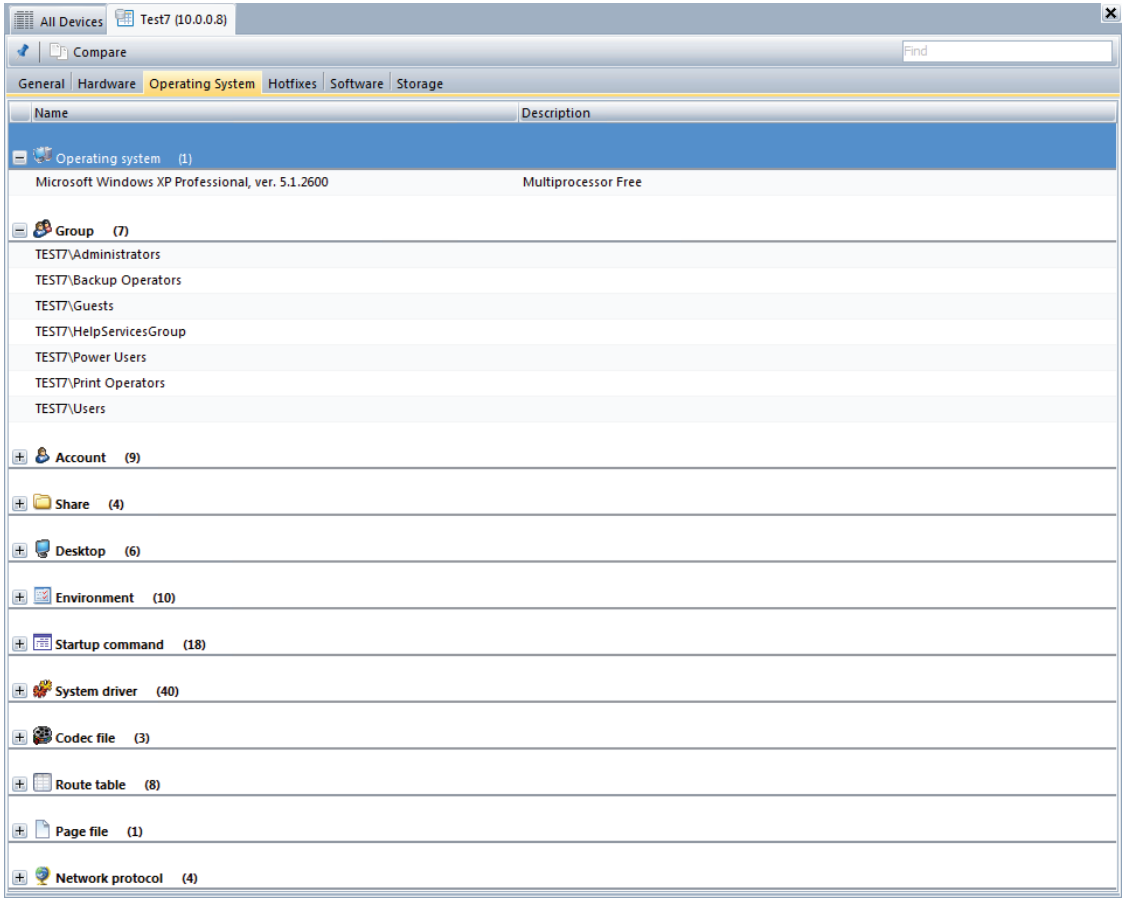


Figure 11 - Device Inventory

Notes

- *Please note that inventory information is presented based on performed audits. Therefore, information in the Device Inventory window is available only for devices where at least one audit was performed. Please see the chapter titled* *Audit Profiles Window on page 69* *for more information.*
- *The program allows comparing inventory information of the particular device. Please see the chapter titled* *Comparing Inventory Information of a Single Device on page 106* *for more information on the subject.*
- *Inventory information is also presented in the Device Inventory and Compare Inventory windows accessible from within the* ***Devices*** *tab of the Product Licensing and Licenses views. Please see chapters titled* *Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75* *and* *License Types Description on page 114* *for more information.*

General Information

The **General** tab of the **Device Inventory** view presents the basic information about the selected network device. The General view contains the following fields:

- **Address** – presents the IP address of the network device.
- **Disk Space** – specifies the disk size and free disk space.
- **Domain** – displays the name of the domain to which the network device belongs.
- **Manufacturer** – the number of network devices of a given manufacturer is presented in this filed.
- **Memory** – shows the amount of memory installed on the network device.
- **Model** – presents model of particular device.
- **Name** – specifies the network device name.
- **Operating System** – specifies the version of the operating system and installed service pack.
- **Processor** – presents information about the CPU of the network device.
- **Serial Number** – presents serial number of particular device.

Hardware

The **Hardware** tab of the Device Inventory view presents information related to the hardware installed on the selected network device. Information is presented in a convenient table format, containing the following fields:

- **Description** – presents additional information about the selected hardware component, such as model, type, etc.

- **Name** – specifies the name and version of the hardware component.

The hardware components are grouped into the following sections:

- BIOS.
- Controllers.
- Disk Drives.
- Display Adapters.
- Input devices.
- Mainboard.
- Memory.
- Monitors.
- Network Adapters.
- Ports.
- Printers.
- Processors.
- USB Controllers.
- USB Hubs.

Notes

- *Click the + icon located just to the left of a section name, to expand the list of events belonging to it. Click the − icon located just to the left of an expanded section name to revert to unexpanded event list.*
- *In order to collect information related to the hardware installed on network devices, the Hardware option must be enabled in performed audit profile. Please see chapters titled* *Audit Profiles Window on page 69* and *Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75* *for more information.*

Operating System

The **Operating System** tab of the Device Inventory view presents information related to the operating system installed on the selected network device. Information is presented in a convenient table format, containing the following fields:

- **Description** – presents additional information about the selected component, such as location, type, etc.

- **Name** – specifies the name and version of the component related to the operating system.

Components related to the operating system are grouped into the following sections:

- **Account** – contains the list of accounts defined in the operating system.
- **Codec File** – shows the list of installed codecs.
- **Desktop** – contains the list of desktops with short description.
- **Environment** – displays the list of defined environment variables.
- **Group** – contains the list of groups defined in the operating system.
- **Operating system** – presents the operating system running on the selected devices.
- **Page File** – displays information about the pagefile.sys file.
- **Route Table** – presents the operating system routing table.
- **Share** – contains the list of available connection shares.
- **Startup Command** – presents the list of applications and services that are run on the system startup, together with their file path and description.
- **System Driver** – contains the list of installed system drivers.

Note

In order to collect information related to the operating system installed on network devices, the Operating System profile option must be enabled in performed audits.

Hotfixes

The **Hotfixes** tab of the Device Inventory window presents information about updates installed on the selected network device. Information is presented in a convenient table format, containing the following fields (listed here in alphabetical order):

- **Description** – presents additional information about each update.
- **ID** – specifies the name and version of the installed update.
- **Installed On** – presents date when a given update was installed. It allows using the custom filter, available by clicking the Down arrow located on the column header.

Notes

- *By clicking the column header, the user can sort data in the table according to the selected column.*
- *In order to collect information related to the hotfixes on network devices, the Operating System profile option must be enabled in performed audits.*

Software

The **Software** tab of the Device Inventory view presents information about software installed on the selected network device. Information is presented in the **All Programs**, and **Programs in Program Files Folder** tabs with convenient table format containing the following columns:

- **File** – displays the program execution file name.
- **Path** – displays the program execution file path.
- **Product** – specifies the product name.
- **Version** – presents the program version.

Inventoried software is grouped into sections according to the product name. Therefore, the number of sections depends on software installed on the inventoried network device. The Software tab also presents information about usage statistics of the inventoried software. In the **Software Usage Statistics** tab information is presented in the following columns:

- **Average Usage Time** – displays the average usage time of the particular program.
- **File** – presents the program execution file name.
- **Path** – displays the program execution file path.
- **Product** – shows the program name.
- **Total Usage Time** – presents the period of time during which the desired software is used.
- **Vendor** – the program vendor name is presented in this filed.
- **Version** – displays the program version
- **Usage Count** – displays the quantity of executable file runs per session.

In order to collect information presented in the **Software** tab, the Disk Inventory, Operating System profile and application usage statistics options must be enabled in performed audits. Please see chapters titled Audit Profile Options on page 73 and Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.

Note

Click the + icon located just to the left of a section name, to expand the list of events belonging to it.
Click the − icon located just to the left of an expanded section name to revert to unexpanded event list.

Storage

The **Storage** tab of the Device Inventory view presents information about logical disks installed on the selected network device and their file types. The Storage tab contains the following tabs:

Name	*Description*
Logical Disks	The list of all installed storages is presented with the basic information about them such as name, file system, serial number, device type, size and free space. In order to collect information presented in the Logical Disk tab, the Operating System profile option must be enabled in performed audits.
File Statistics	This tab presents file types recognized by the program on each logical storage. File types are grouped into subsections. The program provides the predefined groups of file types. Number of subsections depends on the groups of file types recognized on the desired logical device during the disk inventory scan. The user can manage presented information according to individual needs by specifying which of the file types should be inventoried.

Detailed information about each file type presented in the File Statistics tab is presented in a table format, which contains the following columns:

- **Extension** – contains the file extension.
- **File Count** – contains the number of files of a given type on the logical disk.
- **File Size** – presents the total size of all counted files.
- **Space Used** – presents the total amount of disk space used by all counted files.

Notes

- *Click the + icon located just to the left of the section name, to expand the list of events belonging to it. Click the − icon located just to the left of the expanded section name to revert to unexpanded event list.*
- *Please note that inventory information is presented based on the last performed audit according to its profile. Please see the chapter titled* *Managing Audit Profiles on page 69* *for more information.*

Network Devices

The list of network devices selected by the user for inventorying is presented in the **All Devices** view of the **Views** panel. The program stores the list of devices not selected for inventorying and scans the network periodically for newly connected devices. Each device is included in this list for 30 days since the last availability in the network. Therefore, this list includes all devices currently not included in the inventory monitoring.

Adding Network Devices for Inventorying

In the Inventory view, the user can add network devices to be inventoried by selecting the ***Add Device*** icon. When new devices need to be added for inventorying, the Add Devices wizard is invoked to assist in adding new network devices.

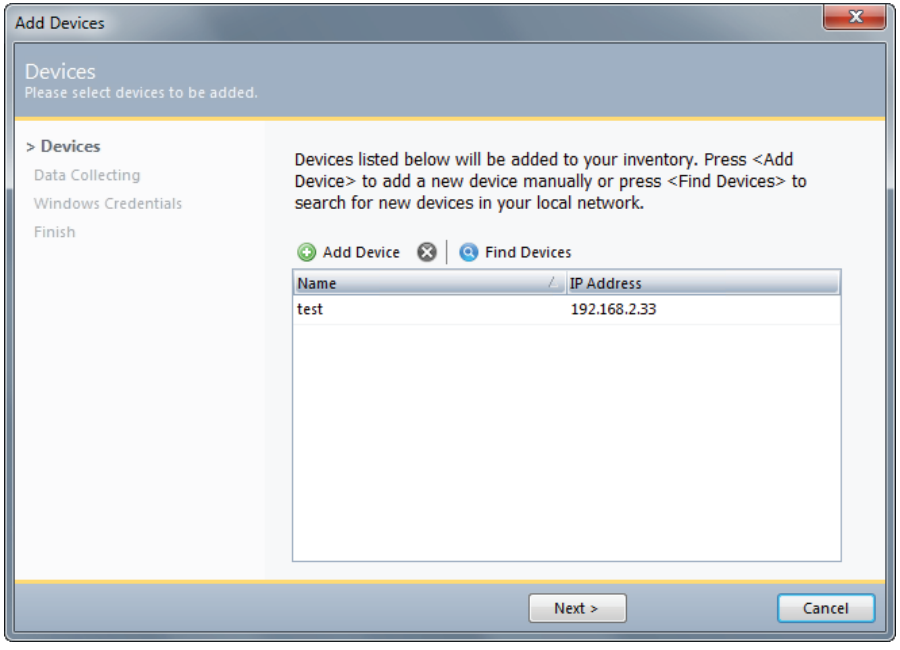


Figure 12 - Add Devices

All steps are displayed on the left side of the Add Devices wizard. During the process of adding devices, the user can add devices automatically by selecting the ***Find Devices*** icon or manually by selecting the ***Add Device*** icon. In such case, the program displays the list of all devices currently not included in the inventory. At the same time, the program starts to discover new devices currently available in the network, which is indicated at the bottom of the **Find Devices** window. When the discovering process is finished, the newly discovered devices are added to the list presented in the Find Devices window.

In the **Data Collecting** step the user selects the audit collecting method. Please see the chapter titled Auditing Methods on page 90 for detailed information on the subject. It is recommended to read the chapter titled Configuring Windows Machines for Inventorying on page 184, prior to selecting an automatic auditing method.

To add network devices for inventorying

1. Select the **Inventory** view.
2. Click the ***Add Devices*** icon located in the main program toolbar.
   The **Add Devices** wizard opens.
3. To add the network device manually, click the ***Add Device*** icon.
   The **Add Device** window opens.
   In the **Name** field provide the name of the device.
   In the **IP Address** field provide the IP of the device.
   Click **OK** to add the device to the list.
   The newly added device is displayed on the list.
4. To discover new devices in your network, click **Find Devices** icon.
   The **Find Devices** window opens with the list of not inventoried devices.
   The discovering process starts automatically.
   When the discovering process is finished, click the desired column header to organize discovered devices in ascending or descending order.
   From the list of devices, select devices you want to add to your inventory.
   Click **OK** to continue.
   The newly added device is displayed on the list.
5. In the **Data Collecting** step, select the method of collecting the data.
6. In the **Windows Credentials** step, the user can leave already displayed default Windows credentials or specify new credentials for added devices only.
   In the **User Name** field, enter the user name to be used to login to the newly added devices.
   In the **Password** field, enter the password to be used to login to the newly added devices.
   The Windows credentials are required in the case the **By agent** or **Remotely - agentless** audit collecting type is selected.
7. Click **OK** to finish.

Notes

- *In step 4 you can choose more devices by pressing and holding CTRL key while selecting desired devices.*
- *The network devices can be added to the program for inventorying also from within the **Audit Collection Manager** window. In such case, the Find Devices is not available in the Add Devices wizard. Please see the chapter titled Adding Network Devices to Audit Collection Manager Window on page 90 for detailed information on the subject.*
- *Please note that devices with invalid credentials are not included in the agent installation queue. In*

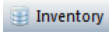
such case, the agent installation process is not renewing.

- *In the case of selecting the Remote - agentless auditing method, the file inventory and application usage statistics scopes are excluded from performed audits since the program using the Windows mechanisms to collect inventory information. Please see the chapter titled Audit Profile Window on page 71 for detailed information on the subject.*

Deleting Network Devices

In the Inventory view, the user can delete selected network devices from inventorying. No inventory data collected by the program based on performed audits and stored in the database will be deleted and they're available for viewing in the Time Machine Mode. The network device will be removed from the list presented on the Details tab. Furthermore, deleting operation will remove the network device from the Views panel and automatically uninstall the client agent if connection with deleted device is established and the client agent previously performed. The deleting operation also removes the network device from the list of audited network devices presented in the **Audit Collection Manager** window. Please see the chapter titled Audit Collection Manager Window on page 87 for detailed information on the subject. After the deleting operation is performed, the program will not collect inventory data from deleted network device regardless of the client agent uninstalling process.

To delete network devices form Inventory view and inventorying process



1. Select the **Inventory** view.
2. Select the desired sub-view in the **Views** panel.
3. Select the **Details** tab.
4. Click on the desired network device.
5. Click on the ***Delete Device*** icon located in the main program toolbar.
6. The **Confirm** window opens. Select **Yes** to delete selected device.

Notes

- *In step 4, press and hold CTRL key while selecting more devices on which an operation will be performed.*
- *The program allows stopping inventory monitoring on the particular network device. In such case, all previously collected inventory data will remain in the database and this device will appear on the Details tab of the Inventory view. Please see the chapter titled Enabling/Disabling Device Auditing on page 80 for more information.*

Managing Device Properties

The **Device Properties** window gives the user a quick access to the main properties of a device which allows adding, changing and viewing notes, attachments and information entered in extensions enabled for this device in **Extensions** view.

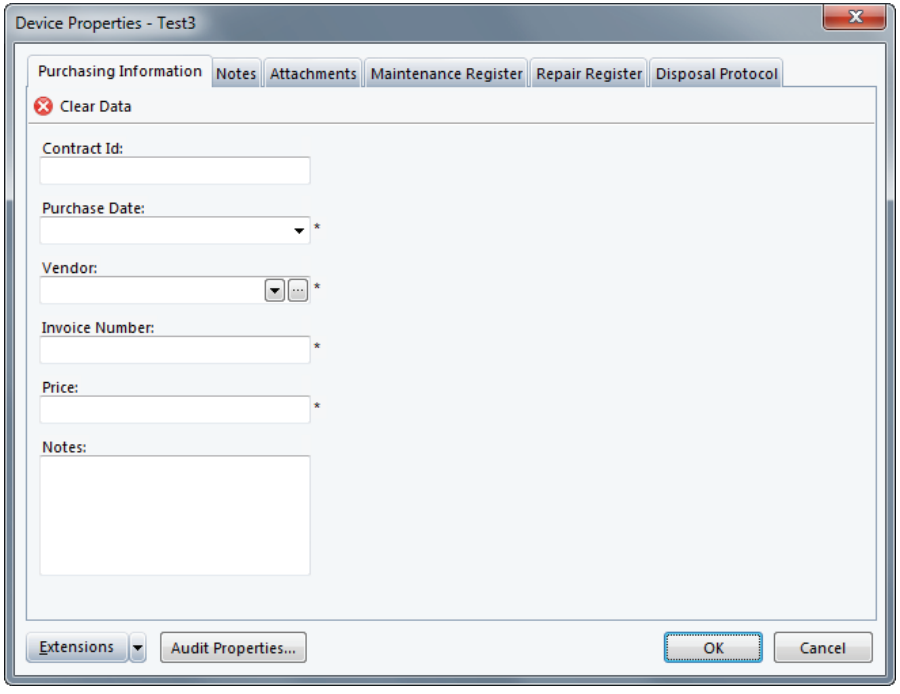


Figure 13 - Device Properties

To open Device Properties window

1. Click the ***Inventory*** icon to open the **Inventory** view.
2. Select the desired sub-view in the **Views** panel.
3. Select the **Details** tab.
4. Right-click the desired network device and from its context menu select the **Properties** item.
   Alternatively, click the ***Properties*** icon from the toolbar of the main program.
   The **Device Properties** window opens with the **General** tab selected.
   The network device properties are organized into tabs described in the following table:

Tabs	*Description*
Attachments	This tab allows attaching files with information related to the selected devices (e.g. warranty information, service and maintenance history of network device, invoices, etc.). Files are stored in the database and can be viewed on the machine where the AdRem Network Inventory program is running if the appropriate software is installed.
Notes	The user can quickly write down important information about device and save it for later reuse. Specifically, from this window (the Notes tab) the user can add, change properties, or delete existing device notes.
Extensions	The program contains extensions, where custom information can be entered. Each extension, according to its purpose, contains own layout template, where a different set of fields is included. The program provides predefined extensions, presented in the **Extensions** view. By default, the **Purchasing Information** extension is always enabled for all network devices. Therefore, the Device Properties window always contains this extension tab. The user can also create custom extensions. Extensions View on page 49 and Using Device Properties Extensions on page 139. By clicking the **Extensions** button the list of all extensions enabled in the Extensions view is presented (except the Purchasing Information extension). Extensions selected from this list will be presented with their layout template as additional tabs in the Device Properties window. The user can enter information in the particular extension of the Device Properties window and later manage it both from within the Device Properties and Extensions view. Entering information in empty extension, automatically assigns the particular network device to this extension.

Device Attachments

The Attachments view in the Device Properties window allows managing files added to the selected network device. In order to view attached files, the appropriate software must be installed on this machine. Attached files are listed in a convenient table format with the following columns:

- **Category** – specifies the category name defined by the user to which the attached file belongs.
- **Comment** – contains the information created by the user about attached file.
- **Name** – presents the file name and extension.

To manage the files attached to a device

1. Click the ***Inventory*** button to open the **Inventory** view.
2. Select the desired sub-view in the **Views** panel.
3. Select the **Details** tab.

4. Highlight the desired device and click the ***Properties*** icon from the main program toolbar. Alternatively, right-click the desired network device and from its context menu select the **Properties** item
The **Device Properties** window opens with the **Purchasing Information** tab selected.
5. Select the **Attachments** tab.
6. To add a new attachment, click the ***Add Attachment*** icon and in the **Add Attachment** window select the desired file.
7. To save a copy of an attachment on the local disk, select it in the list and click the ***Save*** icon.
8. To delete an attachment, select it in the list and click the ***Delete*** icon.
9. To view an attachment, select it in the list and click the ***View Attachment*** icon.
10. To edit attachment properties, select it in the list and click the ***Properties*** icon.
The **Attachment Information** window opens.
In the **Category** field, select the desired category from the list to assign the attachment to or enter a new category name.
In the **Comment** field, enter a custom note about attachment.
11. Click **OK** in the **Attachment Information** and **Device Properties** window to finish the operation.

Notes

- *In step 9, the user can view the selected attachment using dedicated software, installed on the machine where the AdRem Network Inventory is installed. Please note that this feature is used for viewing purpose only.*
- *Please note that attachments are saved in the database location. Therefore, any operation such as saving, deleting or changing properties of an attachment is performed in the database location.*

Device Notes

The **Notes** view in the Device Properties window allows managing text entered by the user. It it a useful tool in the case the user need to store a short description related to the particular network device. Information entered on the Notes tab will be available only from within the Device Properties window of the selected network devices.

To manage the files attached to a device

1. Click the ***Inventory*** button to open the **Inventory** view.
2. Select the desired sub-view in the **Views** panel.
3. Select the **Details** tab.
4. Highlight the desired device and click the ***Properties*** icon from the main program toolbar. Alternatively, right-click the desired network device and from its context menu select the

Properties item
The **Device Properties** window opens with the **Purchasing Information** tab selected.

5. Select the **Notes** tab.
6. Click **OK** in the **Device Properties** window to finish the operation.

Managing Audits

AdRem Network Inventory allows the user to keep track of changes in the network inventory data. It collects comprehensive hardware and software data from network devices, based on performed audits. The program provides the list of predefined audit profiles. The user can also create audit profiles, specifically tailored to individual needs.

Managing Audit Profiles

The program allows managing the audits schedule, which consist of tasks with assigned audit profiles, automatically performed on inventoried network devices. However, in order to perform audits according to defined schedule, an automatic auditing method must be selected on inventoried network devices. Please see the chapter titled Auditing Methods on page 90 for more information on the subject.

Audit Profiles Window

The Audit Profiles window contains the list of all audit profiles available in the program.

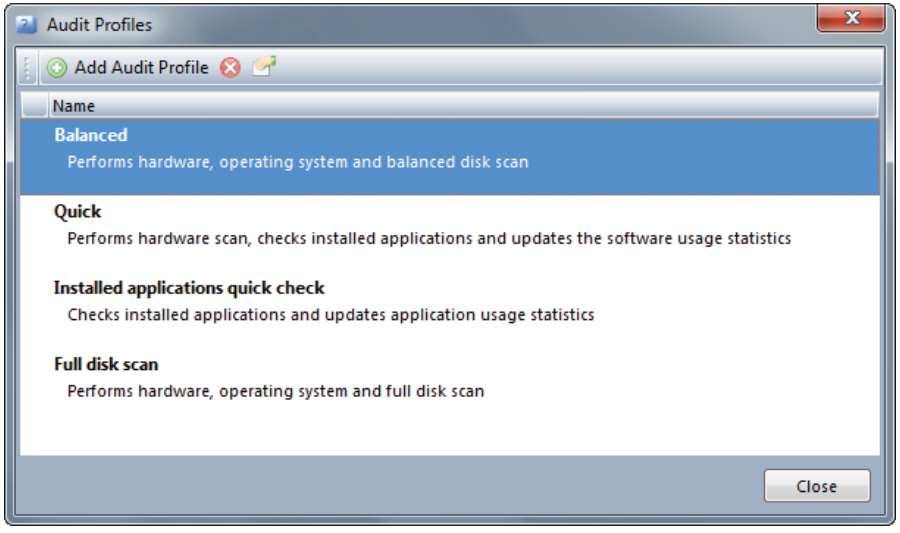

Audit Profiles
Add Audit Profile
Name
Balanced
Performs hardware, operating system and balanced disk scan
Quick
Performs hardware scan, checks installed applications and updates the software usage statistics
Installed applications quick check
Checks installed applications and updates application usage statistics
Full disk scan
Performs hardware, operating system and full disk scan
Close

Figure 14 - Audit Profiles

Audit profiles are listed in a convenient table format which consists of the following columns:

- **Name** – specifies the name of the audit profile (e.g. Balanced or Quick).
- **Description** – presents the selected audit profile options. The audit profile is defined in the Audit Profile window. Please see the chapter titled Audit Profile Window on page 71 for more information on the subject.

Notes

- *Program provides the list of predefined audit profiles. Please see the chapter titled Predefined Audit Profiles on page 70 for more information.*
- *The user can define custom audit profiles according to the individual preferences. Please see the chapter titled Audit Profile Window on page 71 for more information.*
- *Audit profiles listed in the Audit Profiles window are ready to use and can be scheduled by the user to be performed automatically by the program. Please see the chapter titled Audits Schedule on page 82 for more information. However, defined audit profiles can be performed at any time on the selected network devices, regardless of audit schedule. In such case, the Audit Now icon is used.*

Predefined Audit Profiles

The program provides the list of predefined, ready to schedule and perform audit profiles. The list of predefined audit profiles is described in the following table:

Audit Name	*Description*
Balanced	This audit collects information related to hardware, operating system and balanced disk inventorying. It is the default audit profile.
Full Disk Scan	When this audit is performed, hardware, operating system and full disk inventory information is collected.
Quick	The Quick audit is dedicated to collect information about hardware and application usage statistics.
Installed Applications Quick Check	This audit checks the list of currently installed applications on inventoried network devices.

By default, all predefined audit profiles are scheduled to be performed on devices where an automatic auditing method is selected, regardless of whether the **Network Inventory Console** is running or not. Please see the chapter titled Auditing Methods on page 90 for more information on the subject.

The user can manage the list of audit profiles and audit tasks schedule according to individual needs in the Audit Profiles and Audit Schedule window respectively.

Notes

- *The Balanced audit is the default and it cannot be deleted from the list of audits.*
- *The list of audit profiles can be changed at any time. Please see chapters titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 and Deleting Audit Profiles on page 78 for more information.*
- *In order to perform audits automatically by the program, audit profiles must be assigned to audit tasks. Please see the chapter titled Audits Schedule on page 82 for more information. In order to perform audits manually on selected network devices, the Audit Now icon is used. In such case, the list of all defined audit profiles is available in the Audit Profile to Use field of the Audit Task Properties window.*

Audit Profile Window

AdRem Network Inventory allows the user to keep track of changes in the network inventory data according to the user preferences. It collects comprehensive hardware and software data from network devices, based on performed audits. Information collected by the program depends on performed audit profiles. Scope of performed audits depends on the audit profile options selected in the **Audit Profile** window. The Audit Profile window consists of tabs described in the following table:

Tab Name	*Description*
General	This tab includes the general properties of an audit profile such as name, installed client agent interaction on network devices, short audit profile description. Furthermore, the user can enable application usage statistics to be included in the defined audit profile. Please see the chapter titled General Options on page 71 for more information on changing the audit profile scope.
Audit Options	This tab allows choosing the desired audit options. The user can define an audit by selecting the types of information that is to be collected by the program. Please see the chapter titled Audit Profile Options on page 73 for detailed information on changing the audit profile scope.

Note

The user can enable/disable audits on the client agents. Please see the chapter titled Enabling/ Disabling Audit Tasks on page 85 for more information.

General Options

Several general properties, related to a particular audit profile, can be modified. This can be done by opening the Audit Profile window and clicking the **General** tab.

The list of available properties is described in the following table:

Name	*Description*
Audit Profile Name	The entered audit profile name will be displayed as the name of the audit profile.
Audit Profile Description	In this section, the user can enter the audit profile description.
Application Usage Statistics	The application usage statistics contains information related to the file usage statistics, specifically associated with inventoried applications such as execution files based on the processes running on network devices. It is available only for audit performed by agents.
Agent Options	In this section, the user can specify the behavior of agent installed on a network device.

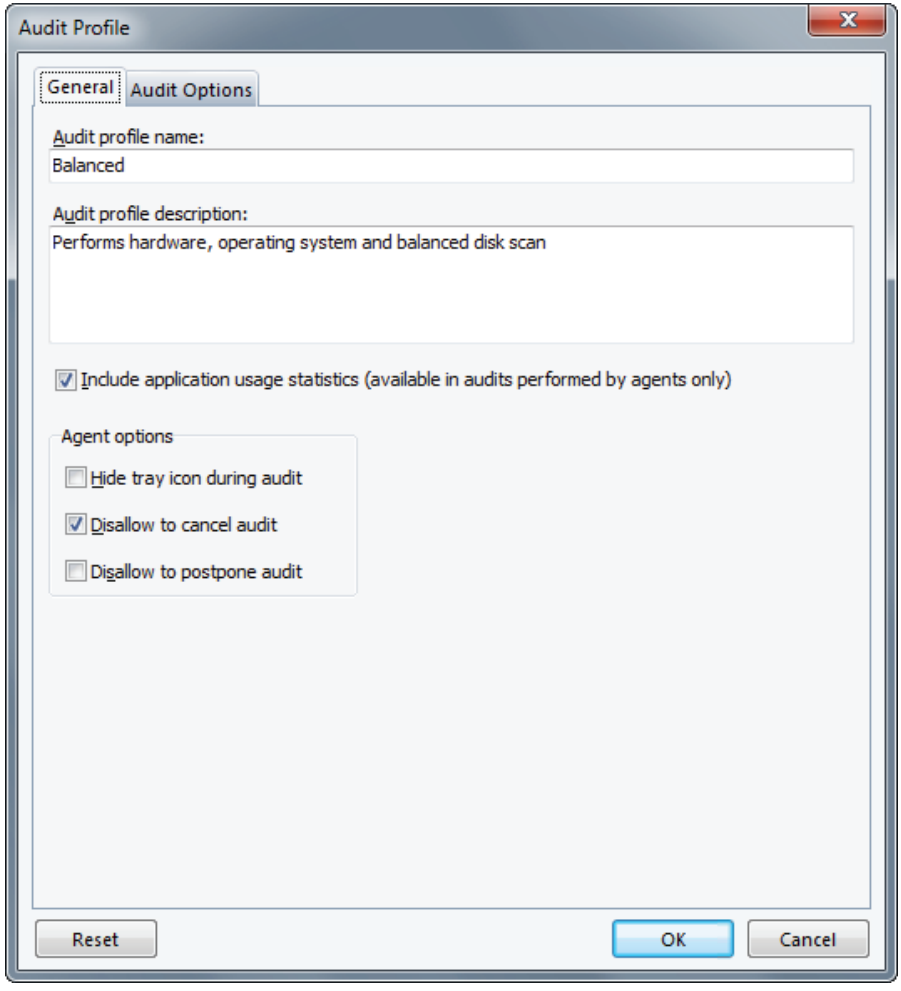


Figure 15 - Audit Profile window - General tab

Notes

- *Please note that inventory information related to the Application Usage Statistics is available only when the By Agent auditing method is used. Otherwise, performed audits will not include the Application Usage Statistics information. Please see chapters titled, Auditing Methods on page 90 and Audit Profile Window on page 71 for detailed information on the subject.*
- *The user can change the application usage statistics backup settings in the program. Please see the chapter titled Changing Client Agents Options on page 98 for more information on the subject.*

Audit Profile Options

The **Audit Options** tab allows choosing the types of information that is to be collected by the selected audit.

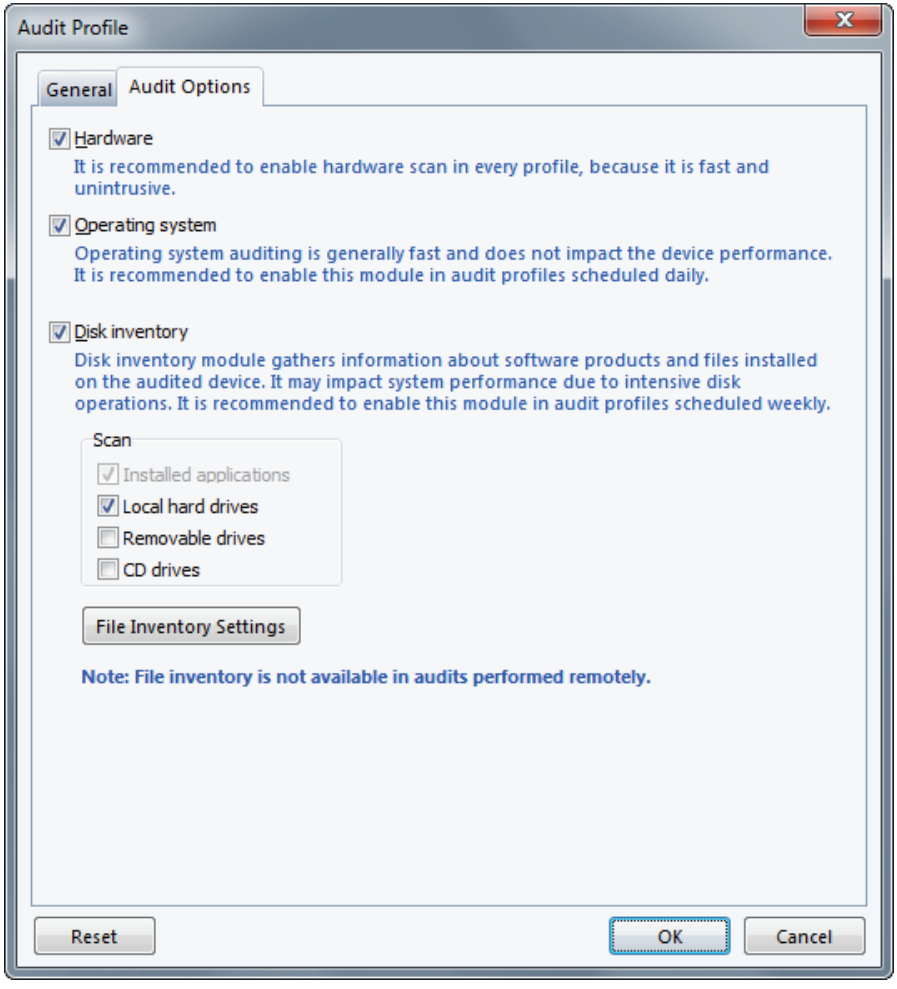

Audit Profile
General
Audit Options
Hardware
It is recommended to enable hardware scan in every profile, because it is fast and unintrusive.
Operating system
Operating system auditing is generally fast and does not impact the device performance. It is recommended to enable this module in audit profiles scheduled daily.
Disk inventory
Disk inventory module gathers information about software products and files installed on the audited device. It may impact system performance due to intensive disk operations. It is recommended to enable this module in audit profiles scheduled weekly.
Scan
Installed applications
Local hard drives
Removable drives
CD drives
File Inventory Settings
Note: File inventory is not available in audits performed remotely.
Reset
OK
Cancel

Figure 16 - Audit profile window - Audit Options tab

The program allows selecting the following audit options:

- **Hardware** – information related to the hardware type and configuration of network devices will be collected. It is a very fast and easy inventory monitoring process. Therefore, it is suggested to enable it in most of the cases. The collected information is presented in the Hardware view of the Device Inventory window. Please see the chapter titled Enabling/

Disabling Audit Tasks on page 85 for more information.

- **Operating System** – allows collecting inventory monitoring related to the operating system on network devices. When this option is enabled, the program collects information related to the operating system running on network devices such as the operating system type, list of accounts, environment details and hotfixes. Information collected, based on the operating system monitor, is presented in the following tabs of the Device Inventory window: Operating System, Hotfixes, Software and Logical Disks of the Storage tab. Please see chapters titled Audit Profile Window on page 71, Predefined Audit Profiles on page 70, Audits Schedule on page 82 and Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.

- **Disk Inventory** – information related to products installed on network devices and file statistics will be collected. The user can select drives and specify file types to be inventoried by the program. Information collected, based on the disk inventory monitoring is presented in the Software and File Statistics views of the Device Inventory window. Please see chapters titled Audits Schedule on page 82 and Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.

The list of elements available in the **Disk Inventory** view is described in the following table:

Name	*Description*
Disk Inventory	This check box allows enabling the disk inventory scan for audit profile. This option allows collecting inventory information about products included in the Add or Remove Programs section (or Programs and Features section for Vista) of the Windows systems. Such information is presented in the Software view of the Device Inventory window.
File Settings	In this section, the user can manage groups of files to be scanned on network devices, when the disk inventory option is enabled. The program provides the list of predefined groups of files described below. By default, all predefined file groups are enabled for scanning. However, the user can disable the desired file groups from scanning, change files in the selected groups, create new groups with custom files or delete file groups. In addition to file groups, the user can select file types for which detailed information should be polled from inventoried network devices, exclude the desired directories from scanning and add the specific subdirectory, which belongs to excluded directory, to scan.
Scan	In this section, the user can select drives to be scanned on network devices, whether they are local hard drives, removable drives or CD drives.

The program allows inventorying the specified groups of files. The list of predefined groups of files is described in the following table:

Group Name	*Description*
Archives	7z, arj, bzip2, cab, gz, gzip, jar, lha, lzh, rar, tar, zip.
Binaries	dll, drv, exe, msi, ocx, scr, sys, vxd.
Documents	chm, doc, docx, eml, odf, odg, odm, odp, ods, odt, otf, pdf, pps, ppsx, ppt, pptx, rtf, txt, xls, xlsx.
Multimedia	avi, ax, bmp, gif, jpeg, jpg, m1v, m2v, m3u, mp3, mpeg, mpg, mpv2, png, tif, tiff, wav, wma, wmv.
Source Code	c, cpp, h, hpp, js, jse, pas, vbe, vbs.
System	bat, cmd, fon, inf, ini, pif, ttf.
Web Documents	*htm*, cs, css, mht, xml.

The user can specify other groups and file types to be inventoried in the network. For this task, the File Inventory Settings window is used.

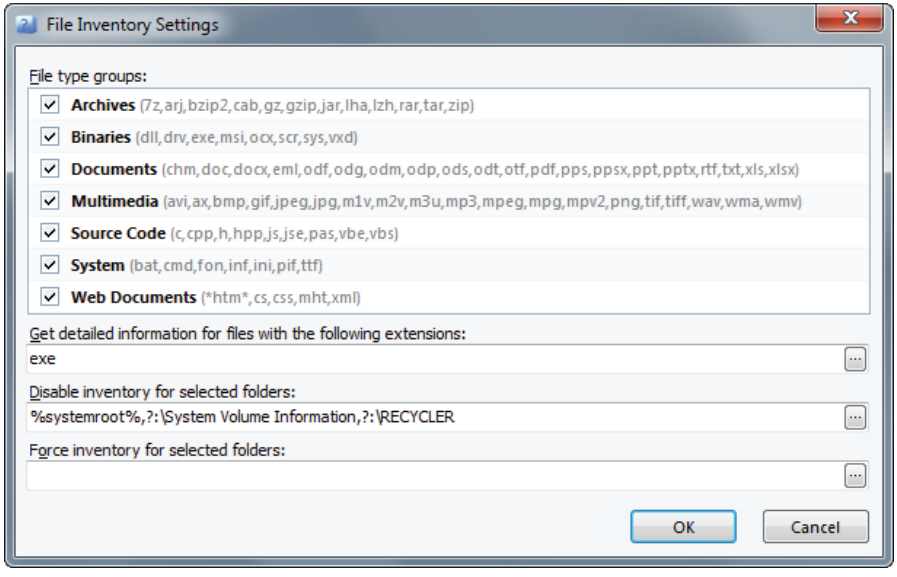


Figure 17 - File Inventory Settings

Adding New Audit Profiles and Changing Properties of Audit Profiles

The amount of collected information depends on the audit options, selected while adding a new audit profile.

The user can change properties of audit profiles at any time. Notice that information collected based on performed audits depends on selected audit options. Specifically, comparing inventory

information and identifying changes depends on audit options selected in properties of performed audits. Please see chapters titled Licensing View on page 40, Auditing Methods on page 90 and Deleting Audit Profiles on page 78 for more information.

To add a new or change properties of audit profiles

1. Select the **Audit Profiles** item from the **Tools** main program menu.
   The **Audit Profiles** window opens with the list of currently defined audit profiles in the program.
2. To change an audit profile properties, select the desired audit profile from the list and click the ***Edit Audit Profile*** icon.
3. To add a new audit profile, click the ***Add Audit Profile*** icon.
   The **Audit Profile** window opens with the **General** tab selected.
4. In the **Audit Profile Name** field, enter the desired name.
5. In the **Audit Profile Description** field, enter a short description of the new audit profile.
6. To enable the application usage statistics scan within the desired audit profile to be performed **By agent**, select the **Include Application Usage Statistics** check box.
   Alternatively, to disable the application usage statistics scan, clear the **Include Application Usage Statistics** check box.
7. In the **Agent Options** section, select the desired behavior of agent installed on network devices when the audit will be performed.
   If the check box is cleared, the agent option will be disabled in the newly created audit profile.
   If the check box is selected by a check mark, the agent option will be enabled in the newly created audit profile.
   To use default agent option, select the check box by a square.
8. Select the **Audit Options** tab.
9. To enable the hardware inventory within the desired audit profile, select the **Hardware** check box.
   Alternatively, to disable the hardware scan, clear the **Hardware** check box.
10. To enable the operating system inventory within the desired audit profile, select the **Operating System** check box.
    Alternatively, to disable the operating system scan, clear the **Operating System** check box.
11. To enable the disk inventory option within the desired audit profile, select the **Disk Inventory** check box.
    Alternatively, to disable the disk inventory scope, clear the **Disk Inventory** check box.
12. In the **Scan** section, select the desired drives and media storages to scan on network devices.
    To obtain information about local hard drives, select the **Local Hard Drives** check box.

To obtain information about a removable media, select the **Removable Drives** check box.
To obtain information about all available optical drives, select the **CD Drives** check box.

13. To select the desired options of the file inventory, click the **File Inventory Settings** button.
The **File Inventory Settings** window opens.

14. In the **File Type Groups** section, select the desired file group for inventorying.

15. To specify the desired file extensions for which the program will collect detailed information, select the ***Modify Details*** icon located in the **Get detailed information for files with the following extensions** field.
The **Edit File Extensions List** window opens.
Enter the desired file extension in the **New File Extension** field.
To add the new extension to the list, select the ***Add Extension*** icon.
To replace the existing file extension with the entered one, select it from the list and click the ***Replace Extension*** icon.
To delete a file extension, select it from the list and click the ***Delete Extension*** icon.

16. Click **OK** to confirm the changes and close the **Edit File Extensions List** window.

17. To specify folders to be excluded from the disk inventory scope, select the ***Modify Excluded Directories*** icon located in the **Disable inventory for selected folders** field.
The **Edit Folder List** window opens.
Enter the desired directory with the folder name in the **New Folder** field.
To add the new folder to the list, select the ***Add Folder*** icon.
To replace the existing folder with the entered one, select it from the list and click the ***Replace Folder*** icon.
To delete a folder, select it from the list and select the ***Delete Folder*** icon.

18. Click **OK** to confirm the changes and close the Edit Folder List window.

19. To specify folders to be included in the inventory, select the ***Force Inventory for Selected Folders*** icon located in the Force inventory for **Selected Folders** field.
The **Edit Folder List** window opens.
In the **New Folder** field, enter the desired folder for inventorying located in directory excluded from inventorying in step 9.
To add the specified folder for inventorying, select the ***Add Folder to Inventory*** icon.
To replace the existing folder with the entered one, select it from the list and select the ***Replace Selected Folder*** icon.
To delete a folder, select it from the list and select the ***Delete Folder from Inventory*** icon.

20. Click **OK** to confirm the changes and close the **Edit Folder List** window.

21. Click **OK** to confirm the changes and close the **File Inventory Settings** window.

22. Click **OK** to confirm selections and close the **Audit Profile** window.

23. Click **Close** to exit the **Audit Profiles** window.

A newly defined audit profile listed in the **Audit Profiles** window is not scheduled yet to be performed automatically by the program on all inventoried network devices. However, it is ready to be used manually on network devices selected by the user and scheduled to run automatically on all inventoried devices, according to defined tasks schedule. Please see the chapter titled Audits Schedule on page 82 for more information. In order to perform audits manually on selected network devices, the ***Audit Now*** icon is used. In such case, the list of all defined audit profiles is available in the **Audit Profile to Use** field of the **Audit Task Properties** window.

Notes

- *Notice that in order to verify licenses status, the **Disk Inventory** option must be selected in performed audits.*
- *To define more audit profiles, repeat steps from 3 to 20.*
- *In step 19, folders should be specified along with their path. The path may contain system variables and common characters such as '%', '?', '*'.*
- *To use the default agent option, select the check box by a square. Please see the chapter titled Changing Client Agents Options on page 98 for more information on the default agent options.*

Deleting Audit Profiles

The user can delete any audit profile selected from the audit profiles list, except the Balanced audit profile, which is the default audit profile. Notice that deleting is an irreversible process. Therefore, the audit profile is deleted permanently from the program. Furthermore, the deleted audit profile can be assigned to audits schedule. In such case, the program assigns the default audit profile to tasks schedule instead of deleted audit profile. Please see the chapter titled Predefined Audit Profiles on page 70 for more information on the subject.

To delete audit profiles

1. Select the **Audit Profiles** item from the **Tools** main program menu.
   The **Audit Profiles** window opens with the list of currently defined audit profiles in the program.
2. To delete audit profiles, select the desired audit profile from the list and click the ***Delete Audit Profile*** icon.
   The **Confirm** window opens.
3. Select **Yes** to confirm the operation.

Note

To select more than one audit profile for deleting, press and hold CTRL key while selecting.

Performing Audits

All tasks related to inventory audits are managed from within the **Inventory** view.

Audit Tasks

Managing inventory audits includes the following tasks:

- starting audits,
- disabling/enabling audits,
- canceling audits,
- postponing audits.

Audit tasks are performed on network devices and can be specified by the user. Audit task consist of a proper audit profile and the time when a given task should be performed.

Note

Please see chapters titled Performing Audits on page 78 and Audits Schedule on page 82 for more information.

Performing Audits on Selected Devices

The user can select any audit at any time to be performed immediately on desired devices, regardless of defined audit tasks schedule. However, in order to perform audits, an automatic auditing method must be selected on the particular network device. Please see the chapter titled Auditing Methods on page 90 for detailed information on the subject.

To perform audits on selected network devices

1. Select the **Inventory** view.
2. Select the desired view in the **Views** panel.
3. Select the **Details** tab.
4. Highlight the desired network device.
5. Click on the ***Audit Now*** icon located in the main program toolbar.
   Alternatively, from the **Actions** menu select the **Audit ► Start Now** item.
   The **Select Profile for Audit on Demand** window opens.
6. Select the desired audit profile from the list.
7. Click the **OK** button to confirm the selection.
   The chosen audit profile will be assigned to the client agent on the selected network device.

When the assigned audit information is downloaded by agent, it will be performed at the first opportunity according to the present audit actions queue existing on the agent. If the agent is in the Online status and is not performing any tasks, the assigned audit will be started immediately and an auditing status will be displayed in the **Auditing Method** field.

Notes

- *In step 5, you may right-click on the selected device and from the context menu select the* ***Audit*** ► ***Start Now*** *item instead.*
- *The user can cancel the currently performed audit. Please see the chapter titled* *Canceling Audits on page 80* *for more information.*
- *The program performs audits automatically according to defined audits schedule. Please see the chapter titled* *Managing Audits Schedule on page 81* *for more information.*

Canceling Audits

The audit that is presently being performed can be canceled from within the Inventory view or by the user logged to the network device on which the agent is performing the audit. To cancel the audit on the inventoried machine, right-click the ***Audit Progress*** icon, visible in the system tray and select the **Cancel Audit** option item. However, this operation is available only when the appropriate agent option was selected in performed audit profile. Please see the chapter titled General Options on page 71 for more information.

In the case the Remotely auditing method is selected, the user can only cancel the audit from the Inventory view of the **Network Inventory Console**.

To cancel the currently performed audit

1. Select the ***Inventory*** view.
2. Select the desired sub-view in the **Views** panel.
3. Select the **Details** tab.
4. Right-click on the desired network device where the audit is being performed.
   The device's context menu opens.
5. Select the **Audit** ► **Cancel Current Audit** item.

When the presently performed audit is canceled either on the network device or by the **AdRem Network Inventory** user, the appropriate status is displayed in the Auditing Method field of the Details tab in the Inventory view. The canceled audit will not be repeated or resumed. Starting new audit will change status presented in the **Auditing Method** field.

Note

To select more than one device in step 4, press and hold CTRL key while selecting devices on which an operation will be performed.

Enabling/Disabling Device Auditing

The user can disable or enable any device from being auditing from within the Inventory view.

To enable/disable the audit being currently performed

1. Select the ***Inventory*** view.
2. Select the desired view in the **Views** panel.

3. Select the **Details** tab.
4. Right-click on the desired network device.
   The device's context menu opens.
5. Select the **Audit ► Disable Device Auditing** item.
6. To enable an audit, select **Audit ► Enable Device Auditing**.

Note

To select more than one device in step 4, press and hold CTRL key while selecting devices on which an operation will be performed.

Postponing Audits

The audit that is presently being performed can be postponed from within the Inventory view or by the user logged to the network device on which the agent is performing an audit. To postpone the audit on the inventoried machine, right-click the ***Audit Progress*** icon, visible in the system tray and select the **Postpone Audit For** option item. However, this operation is available only when the appropriate agent option was selected in performed audit profile. Please see the chapter titled General Options on page 71 for more information.

To postpone the already performed audit

1. Select the ***Inventory*** view.
2. Select the desired sub-section in the **Views** panel.
3. Select the **Details** tab.
4. Click the **Actions** menu, point to the **Audit ► Postpone For** item and select the desired time interval.
   The postponed audit task will be automatically resumed after the selected time.

When the presently performed audit is postponed either on the network device or by the **AdRem Network Inventory** user, the appropriate status is displayed in the Auditing Method field of the Details tab in the Inventory view until a new task will be assigned by the user or postponed audit automatically resumed by the program.

Note

To select more than one device in step 4, press and hold CTRL key while selecting devices on which an operation will be performed.

Managing Audits Schedule

Audit profiles listed in the Audit Profiles window are ready to use and can be scheduled by the user to be performed automatically by the program or performed manually on selected network devices. In order to perform audits automatically, audit profiles must be assigned to enabled tasks in the Audit Schedule window. Notice that audits can be performed automatically only on network devices where an automatic auditing method is selected. Please see the chapter titled

Auditing Methods on page 90 for more information on the subject.

Audits Schedule

Managing audits schedule includes the following tasks:

- adding new audit tasks,
- changing audit tasks – the time and period when selected audits will be performed on network devices,
- assigning the desired audit profile to audit tasks,
- enabling/disabling selected audit tasks without changing its properties or removing from the schedule list,
- deleting audit tasks.

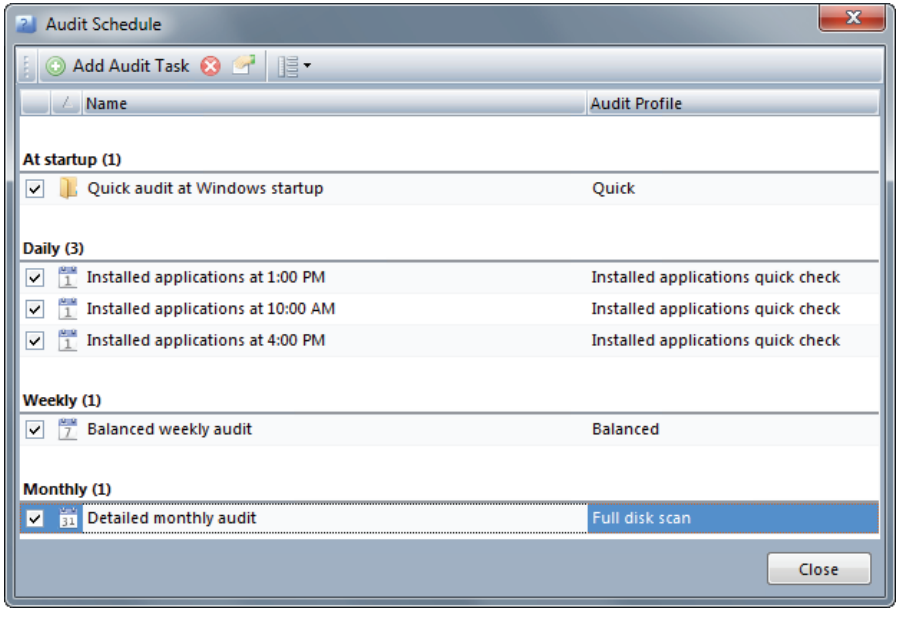


Figure 18 - Audit Schedule

The **Audit Schedule** window contains the list of tasks schedule, defined in the program in a convenient table format. The table contains the following columns:

Column Name	*Description*
Audit Profile	Presents the name of the audit profile assigned to tasks.

Column Name	*Description*
Name	Displays the task name.
Start	Presents date and time specified by the user in the **Begin the Task** section of the **Audit Task Properties** window, when the desired task was defined. It is the date and exact time when the desired task starts to be performed regularly or is scheduled to be performed only once.

Notes

- *The program provides the list of predefined audit tasks. Please see the chapter titled Predefined Audit Tasks on page 83 for more information. The user can also define custom audit tasks according to individual preferences.*
- *Please note that audit tasks are performed by the program automatically according to the specified date and time regardless of whether the **Network Inventory Console** is running or not. However, in order to perform audits automatically, an automatic auditing method must be selected on network devices. Please see the chapter titled Auditing Methods on page 90 for more information on the subject.*
- *The scope of the inventory audit is defined in the audit profile. Please see the chapter titled on page 72 for more information.*
- *The user can change grouping by using the **Group by** icon. To change columns, right-click anywhere on the list point to the **Columns** item and select the desired option.*
- *Notice that the Windows credentials are used to login to the network devices and perform audits automatically by the program. Please see chapters titled Changing Audit Collecting Settings on page 93 and Changing Default Windows Credentials on page 100 for more information.*

Predefined Audit Tasks

The user can define tasks schedule and assign the predefined or custom created audit profiles to them according to individual preferences. However, the program provides the list of predefined tasks schedule with predefined audit profiles assigned to them. The list of predefined tasks schedule is described in the following table.

Task Name	*Assigned Audit Profile*
Installed applications at 10:00 AM.	Installed applications quick check.
Installed applications at 1:00 PM.	Installed applications quick check.
Installed applications at 4:00 PM.	Installed applications quick check.
Quick scan at Windows startup.	Quick scan.
Balanced weekly scan.	Balanced scan.
Detailed monthly scan.	Full disk scan.

Notes

- *In order to perform audits manually on selected network devices, the Audit Now icon is used.*

- *Please see the chapter titled Predefined Audit Profiles on page 70 for more information.*
- *The scope of the inventory audit depends on the selected audit profile options. Please see the chapter titled on page 72 for more information.*
- *The program provides a list of predefined audit profiles. By default, all predefined audit profiles are enabled, which means that all predefined audits will be performed automatically, regardless whether the Network Inventory Console is running or not. However, in order to perform audits automatically, an automatic auditing method must be selected on network devices. Please see the chapter titled Auditing Methods on page 90 for more information on the subject.*

Adding New Audit Tasks

The list of audit tasks presented in the Audit Schedule window contains the predefined and custom created tasks with audit profiles assigned to them. The user can add, change and delete the desired tasks from the list at any time.

To add a new audit tasks

1. Select the **Audit Schedule** item from the **Tools** main program menu.
   The **Audit Schedule** window opens with the list of currently defined audit tasks in the program.
2.
   To add a new audit tasks, click the ***Add Audit Task*** icon.
   The **Add Audit Task** window opens.
3. In the **Name** field, enter a new name for the audit.
4. In the **Audit Profile to Use** field, select the desired audit profile to be assigned to the task.
5.
   To change properties of the selected audit profile, click the ***Edit Audit Profile*** icon.
   The **Audit Profile** window opens with the **General** tab selected.
6. Provide the desired changes and click **OK** to confirm the operation and close the **Audit Profile** window.
7. In the **Begin the Task** field, define when the audit task should be started.
   When the **On a schedule** option is selected, the **Frequency** section becomes available.
8. In the **Frequency** section, specify whether the particular audit should be performed regularly or only once.
9. Select the exact date and time when the audit will be performed.
10. Click **OK** to confirm the operation.
    The newly defined audit task will appear in the **Audit Schedule** window with the enabled status selected.
11. To disable the audit task, clear the check box on the left of the newly defined audit task.
    The disabled audit task will not be performed by the program. However, properties of the disabled audit task will remain unchanged.

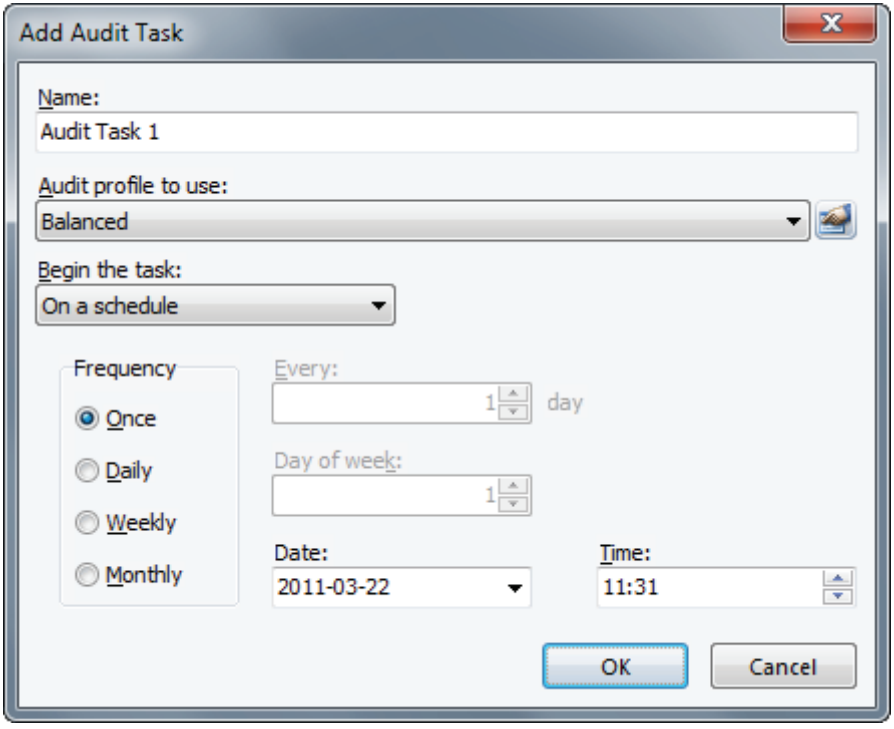


Figure 19 - Add Audit Task

Notes

- *In step 5, the user can change properties of the selected audit profile in the **Audit Profile** window. Please see the chapter Audit Profile Window on page 71 for more information.*
- *The program performs scheduled audits only on devices with an automatic auditing method selected.*
- *Scheduled audit profiles are performed on network devices regardless of whether the Network Inventory Console is running or not.*

Enabling/Disabling Audit Tasks

The user can enable or disable audit tasks schedule in the Audit Schedule window without deleting its settings. The disabled audit task will not be performed by the program. However, properties of the disabled audit task will remain unchanged.

To enable/disable audits on a network device

1. Select the **Audit Schedule** item from the **Tools** main program menu.
   The **Audit Schedule** window opens with the list of currently defined audit tasks in the program.

2. To enable an audit task, select the check box on the left of the desired task.
   Alternatively, to disable audit tasks, clear the check box on the left of the desired task.
3. Click **OK** to confirm the operation an close the **Audit Schedule** window.

Note

*Please note that the enabled audit tasks will be automatically performed on inventoried network devices, regardless of whether the **Network Inventory Console** is running or not. However, in order to perform audits automatically, an automatic auditing method must be selected on network devices. Please see the chapter titled Auditing Methods on page 66 for more information on the subject.*

Changing Audit Task Properties

The user can add, change and deleted the desired tasks from the list at any time.

To change audit task properties

1. Select the **Audit Schedule** item from the **Tools** main program menu.
   The **Audit Schedule** window opens with the list of currently defined audit tasks in the program.
2. To change audit task properties, select the desired audit tasks from the list and click the ***Edit Audit Task Properties*** icon.
   The **Audit Task Properties** window opens.
3. In the **Name** field, enter a new name for the audit.
4. In the **Audit Profile to Use** field, select the desired audit profile to be assigned to the task.
   The audit profile describes the audit scope.
5. To change properties of the selected audit profile, click the ***Edit Audit Profile*** icon.
   The **Audit Profile** window opens with the **General** tab selected.
6. Provide the desired changes and click **OK** to confirm the operation and close the **Audit Profile** window.
7. In the **Begin the Task** field, define when the audit task should be started.
   When the **On a schedule** option is selected, the **Settings** section becomes available.
8. In the **Frequency** section, specify whether the particular audit should be performed regularly or only once.
9. Select the exact date and time when the audit will be performed.
10. Click **OK** to confirm the operation.
    The newly defined audit task will appear in the **Audit Schedule** window with the enabled status selected.
11. To disable the audit task, clear the check box on the left of the newly defined audit task.
    The disabled audit task will not be performed by the program. However, properties of the

disabled audit task will remain unchanged.

Note

*In step 5, the user can change properties of the selected audit profile in the **Audit Profile** window. Please see the chapter Audit Profile Window on page 71 for more information.*

Deleting Audit Tasks

The user can add, change and delete the desired tasks from the list at any time. It is important to know that deleting is an irreversible process. Therefore, the audit task is deleted permanently from the program.

To delete an audit task

1. Select the **Audit Schedule** item from the **Tools** main program menu.
   The **Audit Schedule** window opens with the list of currently defined audit tasks in the program.
2. To delete audit tasks, select the desired audit tasks from the list and click the ***Delete Audit Task*** icon.
   The **Confirm** window opens.
3. Select **Yes** to confirm the operation.

Notes

- *To select more than one audit profile for deleting, press and hold CTRL key while selecting.*
- *Please note that deleting audit tasks does not affect audit profiles assigned to them.*

Audit Collection Manager

The **Audit Collection Manager** window is used to manage all tasks related to inventoried network devices. The Audit Collection Manager allows performing the following tasks:

- adding network devices to the program for inventorying,
- removing network devices from inventorying,
- stopping inventory monitoring on selected network devices,
- modifying audit method,
- changing credentials used for login to inventoried devices,
- resolving issues related to performing audits,
- exporting current view to HTML, XML or text file.

Audit Collection Manager Window

The **Audit Collection Manager** window presents the list of all devices added by the user for inventorying regardless of audit collecting type.

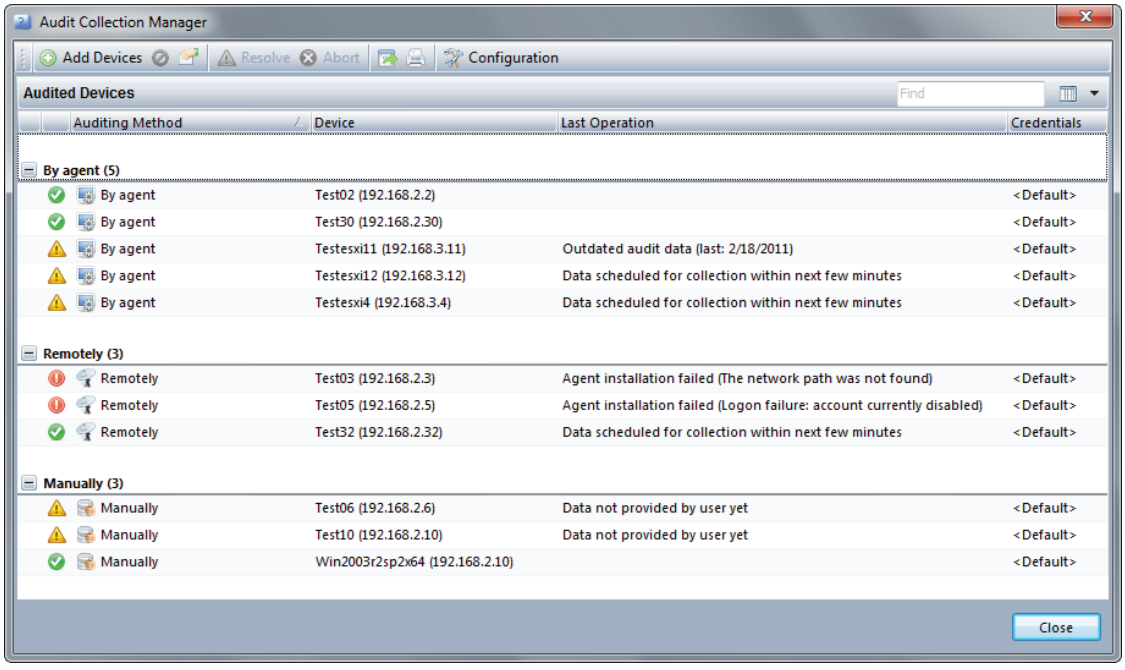


Figure 20 - Audit Collection Manager

The list of inventoried network devices containing the following columns:

- **Address** – specifies the IP address of a device.
- **Auditing Method** – specifies the audit collecting type on the particular device.
- **Credentials** – displays information about credentials used to connect to a specific network device. The Windows credentials are used to login to the network devices and perform audits automatically by the program. In order to perform audits automatically, an automatic auditing method must be selected on network devices. Please see the chapter titled Auditing Methods on page 90 for more information on the subject. The user can specify credentials individually for a specific device. In such case, the user name is displayed in this field. If the **<default>** is displayed, then the default credentials are used.
- **Device Info** – displays the IP address and name of the particular network device.
- **Last operation** – displays information about the last operation selected by the user.
- **Name** – specifies the name of a device.

- **Status** – specifies the operation status on the particular network device related to the inventory monitoring.

The operation status related to the inventory monitoring is indicated in the **Status** field by icons described in the table below.

Icon	*Name*	*Description*
	Ok	The particular network device is properly managed for inventorying purpose. There's no communication problem between the client agent installed on network device and the program.
	Failed	The Client Agent was not successfully installed (or reinstalled in the case of using the Resolve operation) on the particular network device for which the By agent auditing method is selected. In such case, no audit can be performed on the network device. Please see the chapter titled Performing Audits on page 78 for more information.
	Unknown	The operation status on the network device is unknown. For example, if the one of services required by the AdRem network Inventory program is stopped. Please see the chapter titled Enabling/Disabling Audit Tasks on page 85 for detailed information on the subject.
	Warning	This status indicates that the connection with the inventoried network devices is lost or inventory data are not collected by the program.

The auditing method is indicated in the **Auditing Method** field by icons described in the table below.

Icon	*Name*	*Description*
	By Agent	The By agent auditing method is selected for the particular network device. Therefore, audits are performed automatically by the program according to the audit schedule, or when the user starts performing audits. Please see chapters titled Managing Audits Schedule on page 81 and Performing Audits on page 78 for detailed information on the subject.
	Remotely	The Remote auditing method is selected for the particular network device. The program collects inventory information automatically in the agentless manner, utilizing Windows mechanisms. Therefore, no agent is installed on the particular network device.
	Login Script	To perform audits the login script is used on the particular network device.
	Manually	The Manual auditing method is selected for the particular network device. The inventory audits are performed manually by using the Portable Audit Collector provided to the network device by removable media (e.g. pen drive). No agent is required to be installed on the network device. Please see the chapter titled Using Portable Audit Collector on page 101 or more information.

Icon	Name	Description
	None	The None option is selected for the particular network device. Therefore, no inventory audits will be performed on the particular network device, either automatically by the program or manually by the user. Storing inventory information in database is not allowed either by the program or manually by the user.

Notes

- *The Audit Collection Manager window contains the list of currently inventoried network devices. Therefore, this list does not contain devices for which the auditing method is selected to* ***None****. In such case, no inventory audits are performed on this device regardless of presence the previously collected inventory information and stored in the database. Please see the chapter titled Changing Audit Collecting Settings on page 93 for more information on the subject.*
- *Agents installation process can fail due to several reasons. Please see the chapter titled Performing Audits on page 78 for more information.*
- *The list of devices allows grouping and adding/removing columns. Customizing options is available after the* ***Customizing*** *icon is selected. Please see the chapter titled Performing Audits on page 78 for more information.*

Adding Network Devices to Audit Collection Manager Window

The program allows adding network devices for inventorying from within the Audit Manager window by using the ***Add Devices*** icon. When new devices are added for inventorying, the Add Devices wizard is invoked to assist you in adding new network devices. All steps are displayed on the left side of the Add Devices wizard. Please see the chapter titled Adding Network Devices for Inventorying on page 61 on page 35 for detailed information on the subject.

Auditing Methods

Inventory information is collected based on audits performed on network devices. The program allows performing audits in two main methodologies:

- **Automatically** – when the user selects auditing method By Agent or Remotely. If By agent is selected, the program automatically installs the Client Agent on selected network devices. The Remotely auditing method is the agentless inventorying performed by the program. It is recommended to read the chapter titled Performing Audits on page 78, prior to selecting an automatic auditing method. Both automatic auditing methods require the Windows credentials used to login to the network devices. The program performs audits automatically according to defined auditing schedule. Please see the chapter titled Managing Audits Schedule on page 81 for more information.

- **Manually** – the inventory information is not collected automatically by the program. Therefore, the user must perform audits locally on network devices with using the Portable Audit Collector and upload inventory information to the program. Please see the chapter

titled Using Portable Audit Collector on page 101 for detailed information on the subject.

The user can change the auditing method later at any time in the Audit Collection Manager window. Please refer to the chapter Changing Audit Collecting Settings on page 93 for more information on the subject.

The program provides the following auditing methods:

Name	*Description*
By Agent	The program automatically installs the Client Agent on selected network devices. Agents installed for the first time automatically start to perform the first audit which consists of: **quick computer scan,** **application usage statistics,** **installed applications quick check.** When the first audit is finished, agents automatically start to establish a connection to the program and send inventory data. Information about network devices is presented in the Inventory view of the Network Inventory Console. The program assigns devices to views in the Views panel, based on collected inventory data.
Remotely	The program collects inventory information automatically in the agentless manner, based on utilizing Windows mechanisms. In such case, no agents will be installed on inventoried network devices. Comparing to the By agent auditing method, the Remotely type does not contain the following audit profile options: **file inventory,** **application usage statistics.** Please see the chapter titled Managing Audit Profiles on page 69 for detailed information on the subject.
Manually	Please see the chapter titled Managing Audit Profiles on page 69 for detailed information on the subject. This option allows collecting inventory information manually by the user with utilizing the Portable Audit Collector application. In this case, the program will not collect inventory information. Please see the chapter titled Using Portable Audit Collector on page 101 for more information on the subject.

Notes

- *The Client Agent will be automatically installed on network devices only when the user selects By Agent auditing method. If agents are not installed on devices, the program automatically creates the queue of such devices and continuously attempts to install the agents. Please see the chapter titled Stopping Device Auditing on page 92 for more information.*
- *Notice that after agents are installed on the network devices, they start to perform the first audit and establish connection with the Network Inventory Server on port specified during the installation process. Please refer to the chapter Installation on page 17 for more information.*
- *While the **By agent** auditing method allows performing the most comprehensive audits, the Remotely auditing method allows collecting less inventory information, since it utilizes the Windows mechanisms in the inventory monitoring process. In the case of selecting the Remotely auditing*

method, the file inventory and application usage statistics audit profile options are excluded from performed audits. Please see the chapter titled Managing Audit Profiles on page 69 for detailed information on the subject.

Resolving Data Collecting

According to the auditing method selected for the particular network device, the appropriate task is performed by using the ***Resolve*** icon:

- the Client Agent is reinstalled and configured on the network device which is inventoried by an agent,
- the Client Agent is uninstalled from the network device which is inventoried manually or remotely.

To resolve data collecting

1. Select the **Audit Collection Manager** item from the **Tools** main program menu. The **Audit Collection Manager** window opens.
2. Click on the desired network device.
3. Click on the ***Resolve*** icon located in the window toolbar. The **Information** window opens.
4. Click **OK** to confirm.

Note

To select more than one device in step 2, press and hold CTRL while selecting devices on which an operation will be performed. You may also right-click on the selected device and from the context menu select the Resolve Problem item instead.

Stopping Device Auditing

The user can stop devices from being inventoried at any time from within the Audit Collection Manager window. The operation of stopping the devices from being inventoried automatically performs the following tasks:

- Sets the auditing method on the selected network device to **None**. In such case, the None will be displayed in the Auditing Method field on the Details tab of the Inventory view. Please see the chapter titled Auditing Methods on page 90 for more information on the subject.
- Removes the selected network device from the list of inventoried network devices presented in the Audit Collection Manager window. Therefore, the removed network device is not inventoried by the program and automatically added to the list of devices presented in the Add Devices wizard. The user can add this device for inventorying at any time in the future. Please see the chapter titled Adding Network Devices to Audit

Collection Manager Window on page 90 for detailed information on the subject.

- Stops attempting to install the Client Agent on the particular network device in the case the installation process failed. If the user selects By Agent auditing method, the program automatically starts the agent installation process on network devices added to the program for inventorying. However, if agent is not installed on a device, the program automatically creates the queue of such devices and continuously attempts to install the agents.

Stopping devices auditing will not delete previously collected inventory data from the database and this device will appear on the Details tab of the Inventory view for the purpose of the ***Time Machine Mode***.

To stop inventory monitoring on a network device

1. Select the **Audit Collection Manager** item from the **Tools** main program menu. The **Audit Collection Manager** window opens.
2. Highlight the desired device on the list.
3. Click on the ***Stop Device Auditing*** icon located in the main program toolbar. The **Confirm** window opens.
4. Select **Yes** to confirm the operation.

Notes

- *To select more than one device in step 2, press and hold CTRL key while selecting devices on which an operation will be performed.*
- *In step 3, you may right-click on the selected device and from the context menu select the **Delete** item instead.*
- *The operation of stopping auditing of the desired network device, does not remove the inventory data collected in the past. Therefore, the record of this device remains in the Inventory view.*
- *Stopping device auditing is an irreversible process. However, the user can add the network device to the inventory monitoring process later at any time. Please see the chapter titled Adding Network Devices for Inventorying on page 61 for detailed information on the subject.*
- *You can also change the audit collecting type from **None** option on the selected network device from within the Audit Collection Manager window. Please see the chapter titled Changing Audit Collecting Settings on page 93 for more information.*

Changing Audit Collecting Settings

In the Audit Collection Manager window, the user can change the audit collecting settings of each inventoried network device. Audit collecting settings for particular network device can be changed in the Data Collecting window.

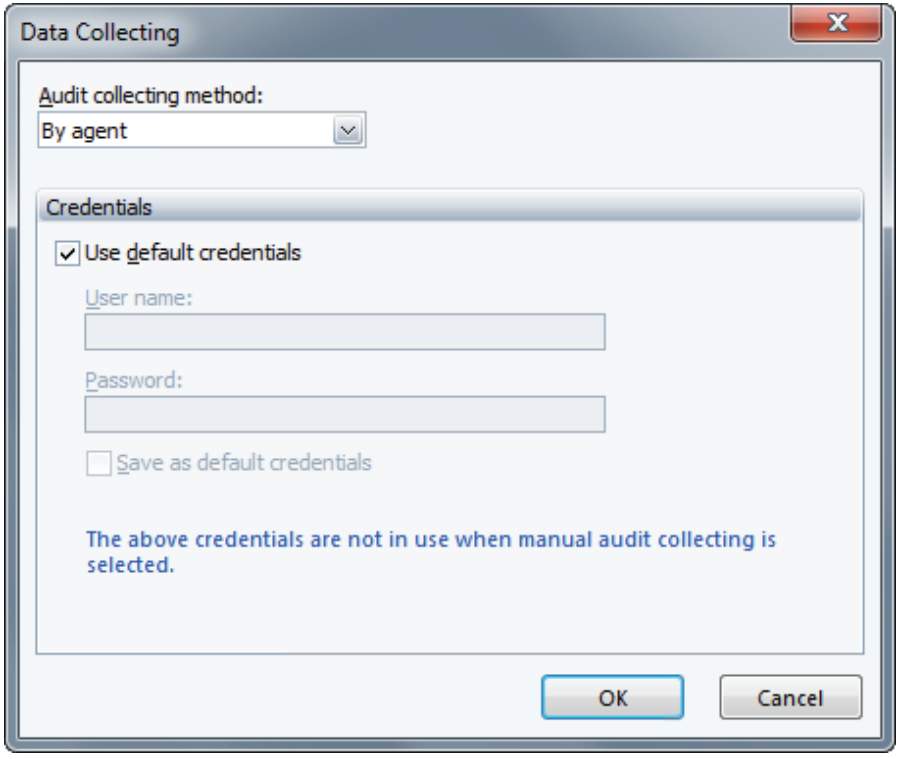


Figure 21 - Data Collecting

To change the audit collecting settings for selected devices

1. Select the **Audit Collection Manager** item from the **Tools** main program menu. The **Audit Collection Manager** window opens.
2. Highlight the desired network device on the list.
3. Click the ***Edit Data Collection Settings*** icon located in the window toolbar. The **Data Collecting** window is opened.
4. In the **Audit collecting method** field, select the desired type.
5. To specify the Windows credentials individually for selected network device, clear the **Use default credentials** check-box.
6. In the **User name** field, enter the user name to be used to login to the network device.
7. In the **Password** field, enter the password for the user.
8. Optionally, to save entered credentials as default in the program, select the **Save as default credentials** check-box to save entered Windows credentials as default credentials.

9. Click **OK** to finish the operation.

Notes

- *In step 2, you may right-click on the selected device and from the context menu select the Properties item instead.*
- *The Windows credentials are used to login to the network devices and perform audits automatically by the program. In order to perform audits automatically, an automatic auditing method must be selected on network devices. Please see the chapter titled Auditing Methods on page 90 for more information on the subject. Therefore, the administrative privileges are required for this purpose.*
- *Please refer to the chapter titled Data Collection Options on page 96 or more information about changing the default settings for all inventoried network devices.*

Aborting Current Action

In the Audit Collection Manager window, the user can abort action currently performed by the program. If an action is not finished, the ***Abort*** icon is available in the main window toolbar.

To abort current action

1. Select the **Audit Collection Manager** item from the **Tools** main program menu.
   The **Audit Collection Manager** window opens.
2. Highlight the desired network device on the list where an action is currently pending.
3. Click the ***Abort*** icon located in the window toolbar.
4. Click **OK** to finish the operations.

Note

To select more than one device in step 2, press and hold CTRL key while selecting devices on which an operation will be performed. You may also right-click on the selected device and from the context menu select the Abort Action item instead.

Printing List of Inventoried Devices

The list of network devices currently displayed in Audit Collection Manager window can be printed. The user can add/remove columns, change columns order and group network devices according to the individual preferences before printing.

To print the list of inventoried devices

1. Select the **Audit Collection Manager** item from the **Tools** main program menu.
   The **Audit Collection Manager** window opens.
2. Select the ***Print*** icon located in the window toolbar.
   The **Print Preview** window is opened.
3. Modify the desired print properties.

4. Click the ***Print Preview*** icon to start printing.

Data Collection Options

The **Option**s window available by clicking the ***Configuration*** icon in the Audit Collection Manager window allows managing the default data collecting options related to agent installed on inventoried network devices.

Sections included in the Options window are described in the following list:

- **Communication Mode** – allows specifying agent communication mode and data transfer settings.
- **Agent Options** – allows defining options related to agents installed on network devices, such as checking processes, enabling application usage statistics backup or agent behavior.
- **Default Credentials** – allows specifying the default Windows credentials used by the program to connect to the inventoried devices.

Changing Client Agents Communication Mode

The user can specify the agent communication mode and provide information related to establish connections to the Network Inventory Server. The agent in the **Continuous** mode contact the program every 5 seconds, but in the **Periodical** mode every 10 minutes. By the default, all agents installed on network devices are set to the Continuous mode.

In the **Data Transfer** section, the user can select the method of transferring inventory information to the Network Inventory Server. The TCP/IP transfer is used by default. The Network Inventory Server IP address or DNS Name and connection port is added automatically based on information provided by the user while installing the program. However, the user can change them at any time. The user can select transferring inventory information via email. In such case, the email options must be configured.

The user can also decide not to send inventory to database. In such case, the **No Data Transfer** should be selected. As a result, no inventory information will be available in the program.

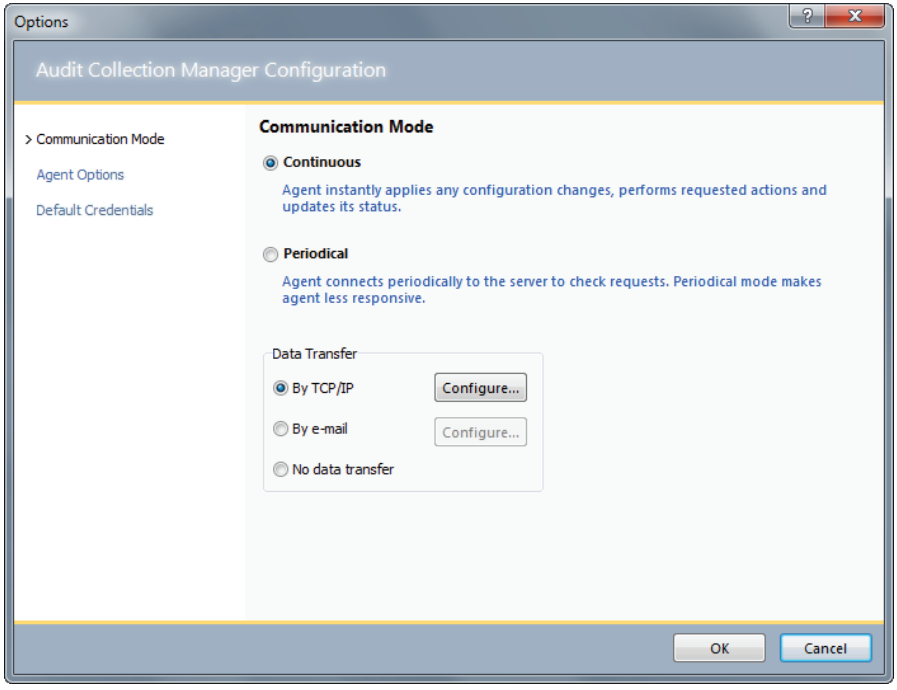


Figure 22 - Audit Collection Manager - Communication mode page

To change communication mode options

1. Open the **Audit Collection Manager** window by selecting **Tools ► Audit Collection Manager** from the main program menu.
2. Select the ***Configuration*** icon from the window's toolbar.
3. Select the **Communication Mode** page from the left side of the window.
4. Select the desired communication mode for all agents installed on inventoried network devices.
5. In the **Data Transfer** section, select the desired option.
6. To change configuration of connection to the **Network Inventory Server**, select the **By TCP/IP** option and click the **Configure** button on the right.
   The **Network Inventory Server** window opens. Provide the valid IP address or DNS name and port number of the Network Inventory Server and select **OK** to confirm operation.
7. To enable sending audit results via email, select the **By email** option.
   The **Agent E-Mail Options** window opens, after clicking the **Configure** button.
8. In the **Default Recipient Address** field, enter the email address to be used by the program

when sending emails.

9. In the **Reply to Address** field, enter the reply email address.
10. In the **Mail Server IP Address or DNS Name** field, enter the name or DNS name of the external email server that you plan to use for sending emails.
11. In the **Port** field, enter the port that the email server, specified in step 10, uses.
12. If the external SMTP mail server requires authentication, select the **Server Requires Authentication** check box.
13. In the **User Name** field, enter the user name to login to the external SMTP mail server.
14. In the **Password** field, enter the password to login to the external SMTP mail server.
15. Select the **OK** button to confirm operation and close the Agent E-Mail Options window.
16. Select the **No Data Transfer** if no inventory information should be sent to the program.
17. Select the **OK** button to confirm the operation.

Notes

- *Options entered in the **General** page will take effect next time, agents contact the program. However, the user can update the configuration data on agents at any time regardless of their actual status, by using the **Audit ► Force Agent Configuration Update Now** item from the Actions main program menu.*
- *The user can change the Network Inventory Server configuration, specifically when its options have been changed in the network. Otherwise, it is suggested to leave these options unchanged.*
- *Please note that the inventory data sent via email is not available in the Inventory view of the Network Inventory Console until the .adt data file will be imported to the database server. To import inventory information from the .adt file, select the **File ► Import Audit Data** item from the main program menu, navigate to the .adt file and click OK to start importing.*
- *By default, all agents installed on network devices work in the **Continuous** mode. In such case, the status of an agent is **Online**. However, it can temporarily become **Offline**, if the limit of simultaneous connections is exceeded on the device where the program is running. Please see the chapter titled Audit Profile Window on page 71 for more information.*

Changing Client Agents Options

In the **Agent Options** page of the **Options** window allows specifying options related to installed agents.

To change agent options

1. Open the **Audit Collection Manager** window by selecting **Tools ► Audit Collection Manager** from the main program menu.
2. Select the ***Configuration*** icon from the window's toolbar.

3. Select the **Agent Options** page from the left side of the window.
4. In the **Check Running Processes Every** field, enter time interval (in seconds) when the running processes are to be checked by the client agents on inventoried network devices.
5. To enable agents to save application usage statistics, select the **Enable Application Usage Statistics Data Backup** check box.
   Alternatively, to disable saving collected application usage statistics, select the **Enable Application Usage Statistics Data Backup** check box.
6. In the **Save Application Usage Statistics Backup Every** field, enter the time interval when the application usage statistics data is to be saved.
7. In the **Agent Option** section, select the default behavior of agents installed on network devices while performing an audit.
   To hide the audit icon, visible on the machine being audited, select the **Hide tray icon during audit** check box.
   To prevent another person from canceling audit on an inventoried machine, select the **Disallow to cancel audit** check box.
   To prevent another person from postponing audit on an inventoried machine, select the **Disallow to postpone audit** check box.
8. Select the **OK** button to confirm the operation.

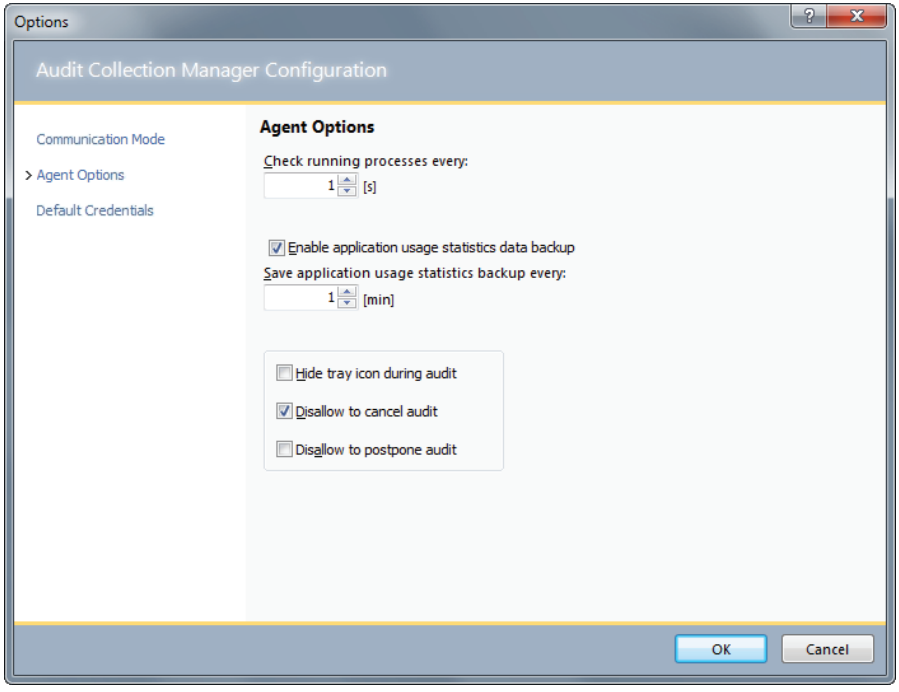


Figure 23 - Audit Collection Manager - Agent Options page

Notes

- *In order to check running processes and backup collected application usage statistics, the scheduled audit tasks must be enabled. Please see the chapter titled Enabling/Disabling Audit Tasks on page 85 for more information.*
- *Agents save the backup copies of collected application usage statistics on inventoried network devices. Once, an audit with the enabled application usage statistics is performed, agents will send collected information to the program.*

Changing Default Windows Credentials

On the **Default Credentials** page of the **Options** window, it is possible to specify the user name and password that should be used by the program to log in to remote Windows machines by default.

To specify the default Windows credentials

1. Open the **Audit Collection Manager** window by selecting **Tools ► Audit Collection Manager** from the main program menu.
2. Select the ***Configuration*** icon from the window's toolbar.

3. Select the **Default Credentials** page from the left side of the window.
4. In the **User Name** field, enter the default user name.
5. In the **Password** field, enter the password to be used by the program to log in remotely to inventoried network devices.
6. Select the **OK** button to confirm operation.

The Windows credentials are used to login to the network devices where audit will be performed automatically. In order to perform audits automatically, an automatic auditing method must be selected on network devices. Please see the chapter titled Auditing Methods on page 90 for more information on the subject. Therefore, the administrative privileges are required for this purpose.

Finding Specific Information in Audit Collection Manager

In the **Audit Collection Manager** window the user can find desired information in the list of devices, such as phrase/sequence containing desired characters. By entering the desired phrase/sequence directly in the **Find Devices** field, the program automatically starts quick search.

Notes

- *Please note that the program performs searching in the fields included in the list of devices.*
- *The program allows finding the desired phrase/sequence in the Inventory view. Please see the chapter titled Finding Devices with Specific Information on page 81 for more information on the subject.*

Using Portable Audit Collector

In order to perform audits manually, the Portable Audit Collector must be run locally on inventoried network devices. Therefore, the user must copy the Portable Audit Collector to the removable media and then connect it to the network device, where an audit will be performed. In such case, no client agent is installed on the devices. If the desired network device is previously added to the program, please make sure the **None** option is not selected in the Audit collecting type field located on the General tab of the Devices Properties window. Otherwise, the program will not collect inventory information sent by the Portable Audit Collector.

The Portable Audit Collector allows performing the following tasks:

- selecting audit profiles to be performed on the network device,
- saving collected inventory data to removable media,
- transferring collected inventory data directly to the database server of the AdRem Network Inventory program,
- sending collected inventory data via email.

All tasks can be configured from within the **Portable Audit Collector** window opened after the program is started on the network device.

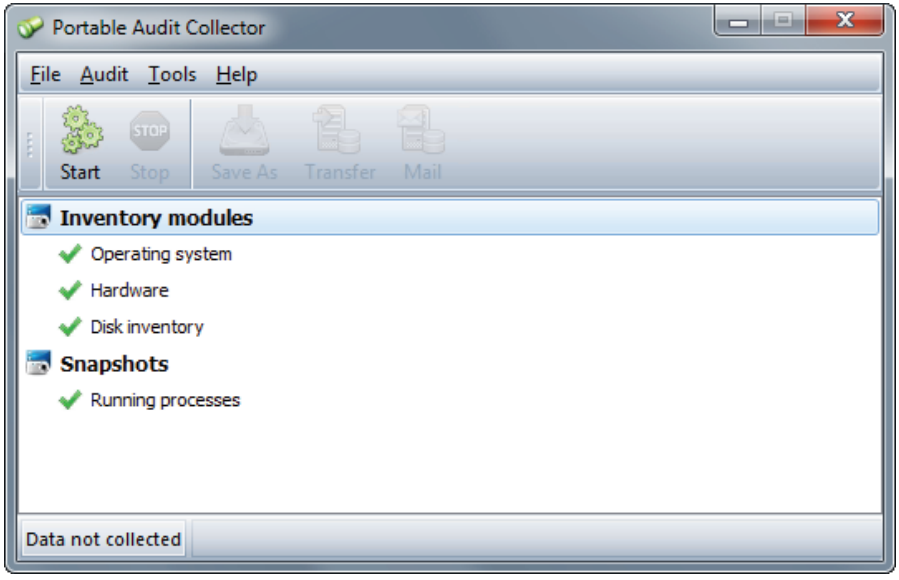


Figure 24 - Portable Audit Collector

To use the Portable Audit Collector directly on a network device

1. Copy the folder containing the **aniportable.exe** file to the removable media (e.g. pendirve) by selecting **Copy Portable Audit Collector To** item from the **Tools** menu.
2. Connect the removable media the network device, where the portable audit collector will be used.
3. Double-click on the **aniportable.exe** file to start the application.
   The **Portable Audit Collector** window opens.
4. Select the desired inventory option to be included in the inventory audit performed on the network device.
5. Select the **Options** item from the **Tools** menu to configure properties of sending collected inventory data.
   The **Options** window opens.
6. Select the **General** page and specify the way the collected inventory information will be managed after the audit is finished.
   To save data to disk, transfer data to server or send the collected data by email selected one of the available options.
   If you select to send data by email, specify parameters described in step 8.
   In the **Exit Timeout** field, specify the time when the **Portable Audit Collector** will be closed after all operations are finished.

7. Select the *Network Inventory Server* page and specify the database server in the **Server IP Address or DNS Name** field and port number in the **Port** field, used to transfer data by the portable agent.
8. Select the **E-mail** tab and configure the SMTP server to send inventory information via email.
9. Click the **OK** button to confirm the operation and close the **Options** window.

10. Click the ***Start*** icon to start performing the selected audit.

11. To stop performing audit, click the ***Stop*** icon.
However, in order to save or send inventory information, the audit must be successfully finished.

12. After the audit is finished, click the desired icon from the toolbar.
To save inventory information to file, click the ***Save Data*** icon.
To transfer inventory information directly to the database server, click the ***Transfer Data*** icon.
To send inventory information to the specified recipient, click the ***Email Data*** icon.

To add saved file with inventory information of the network device, connect the removable media to the machine running the **Network Inventory Console** and select the **Import Audit Data** item from the **File** menu and open the desired (compressed *.adt data) file.

The inventoried network device will be added to devices list of the Inventory view and its inventory information will be accessible from within the Product Licensing and Licenses views.

Notes

- *The Portable Audit Collector cannot be used to schedule inventory audits, managing licenses or audit profiles.*
- *Please note that in order to transfer inventory information properly to the program, the IP address or DNS name and TCP/IP port specified by the user in step 7 must be exactly the same as defined in the Options window of the AdRem Network Inventory Console. This port must also be opened on firewall if the database server is installed behind it. Please see the chapter titled* *Auditing Methods on page 90* *for more information.*
- *Please note that inventory data cannot be stored in the database if the network device, previously added to the program, has selected the None option in the Auditing method field located on the General tab of the Devices Properties window. Therefore, prior sending inventory data by using the Portable Audit Collector, make sure the Manual option is selected in the abovementioned field.*

Browsing Inventory Information

The program allows performing the following tasks:

- Browsing inventory information of selected network device.
- Comparing the current inventory information, collected based on the last performed audit, with inventory information collected in the past.
- Comparing inventory information of two selected network devices.
- **Exporting** – the currently opened tab can be saved to the HTML, XML or text file, by selecting the Export item from the context menu (opened by right - click on empty space) or from the File menu.
- **Find** – in this field, the user can enter the desired phrase/sequence. The program automatically starts quick search within the currently displayed tab only (except the General tab).
- **Print** – this icon, available in the main window toolbar, allows printing the currently opened tab.
- **Collapse or Expand** – these icons perform the desired operation on all groups presented in the opened view.

Browsing Inventory Information of a Single Device

The Device Inventory window presents inventory information of selected network device based on performed audits.

To browse inventory information of the selected device

1. Select the **Inventory** view.
2. Select the desired view in the **Views** panel.
3. Select the **Details** tab.
4. Highlight the network device from the list.
5. Select the ***Device Inventory*** icon from window toolbar.
   Alternatively, right-click the highlighted network devices and select the **Device Inventory** item from the context menu.
   A separate device inventory tab opens.
6. Select the desired tab to browse the information about the selected devices.
   Each tab displays the inventory information according to the last performed audit profiles on the selected network devices.

The ***Time Machine Mode*** icon, located on the **Views** panel toolbar, allows viewing the list of devices and inventory information available at a particular date. When the Time Machine Mode is enabled, the calendar is automatically invoked in the Views panel. The user can select any date and display inventory information available for this date.

Note

Inventory information is also presented in the Device Inventory window accessible from within the ***Devices*** *tab of the Product Licensing and Licenses views. Please see chapters titled* *Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75* *and* *License Types Description on page 114* *for more information.*

Comparing Inventory Information of a Single Device

The **Device Inventory** view allows comparing the current inventory information, collected based on the last performed audit, with inventory information collected in the past. Each tab in the Device Inventory view is divided into two main sections dedicated to display the latest and historical inventory information based on user selected date. For a detailed description of tabs used to present the inventory information, please see the chapter titled Browsing Inventory Information on page 105.

The ***Time Machine Mode*** icon, located on the **Views** panel toolbar, allows viewing the list of devices and inventory information available at a particular date. When the Time Machine Mode is enabled, the calendar is automatically invoked in the Views panel. The user can select any date and display inventory information available for this date.

To compare inventory information of the selected device

1. Select the **Inventory** view.
2. Select the desired view in the **Views** panel.
3. Select the **Details** tab.
4. Highlight the network device from the list.
5. Select the ***Device Inventory*** icon from the window toolbar.
   Alternatively, right-click the highlighted network devices and select the **Device Inventory** item from the context menu.
   A separate device inventory tab opens.
6. Select the ***Compare*** icon from the main toolbar window.
   Compare to field is available.
7. Click the ***Down Arrow*** in the **Compare to** field and select the date, the current inventory information will be compared to.
   The selected date will be displayed in the bottom section bar.
8. Select the desired tab to compare the inventory information of the selected devices.
   Each tab displays the inventory information according to the last performed audit profiles

on the selected network devices.

9. To filter the inventory information, click the ***View*** icon from the main window toolbar and select the desired filtering option.

10. To finish comparison, select the ***Compare to*** icon.

You can filter the compared inventory information by choosing one of the following filtering options:

- **All items** – displays all items available in both compared inventory information. Items, that are different on two devices are displayed in green.
- **Differences only** – displays only the items that are not present in the other inventory information.
- **Same items only** – displays only the items that are present in both inventory information.

Notes

- *The **Disk Inventory** view presents information based on performed audits. Information collected based on performed audits depends on selected audit options. Specifically, comparing inventory information depends on audit options selected in properties of performed audits.*
- *Inventory information is also presented in the Device Inventory window accessible from within the **Devices** tab of the Product Licensing and Licenses views. Please see chapters titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 and License Types Description on page 114 for more information.*

Comparing Inventory Information of Devices

The inventory information of the two selected devices is presented in the dedicated sections of the Device Inventory view. Tabs used to present inventory information are also used in the Device Inventory view to present inventory data of a single device.

The **Compare Inventories** window allows performing the following tasks:

- **Grouping** - the user can select grouping option to present information in more readable way.
- **Exporting** – allows saving the currently selected section to the HTML, XML or text file, by selecting the Export item from the context menu.
- **Find** – in this field, the user can enter the desired phrase/sequence. The program automatically starts quick search within the currently displayed tab only (except the **General** tab).

- **Print** – this icon, available in the main window toolbar, allows printing the currently opened tab.

To compare inventory information of two devices

1. Select the Inventory view.
2. Select the desired view in the Views panel.
3. Select the Details tab.
4. Highlight two network devices from the list. Click on the first selected device and press and hold CTRL while clicking on the second device.
5. Right-click the highlighted network devices and select the **Compare** item from the context menu.
   The Compare Inventories window opens with two identical sections presenting the inventory data of two selected devices.
6. To filter the inventory information, click the View icon from the main window toolbar and select the desired filtering option.
7. Select the desired tab to compare the information about the selected devices.
   Each tab displays the inventory information according to the last performed audit profiles on the selected network devices.

Notes

- *Please note that inventory information is collected based on audits performed on compared devices. Information collected based on performed audits depends on selected audit options. Please see the chapter titled* *on page 72* *for more information.*
- *Inventory information is also presented in the Compare Inventory window accessible from within the* ***Devices*** *tab of the Product Licensing and Licenses views. Please see chapters titled* *Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75* *and* *License Types Description on page 114* *for more information.*

Merging Inventory Data

The process of merging inventory data can be useful, when a new hard drive and operating system are installed on a previously inventoried device. In such case, the program discovers this device as newly connected to the network. To merge inventory data, at least the first audit must be performed on both devices. The inventory information of each selected device will be merged to the device on which an audit was performed last. The exact date and time of the last audit performed on a network device is displayed in the **Last Audited** field in the **Details** tab of the **Inventory** view. If significant inventory information of the selected devices does not match (e.g. different operating system), the **Confirm** window is opened. The user can decide whether inventory information of the selected devices should be merged. However, it is important to notice that merging devices is an irreversible operation.

To merge inventory information of selected devices

1. Select the **Inventory** view.

2. Select the desired view in the **Views** panel.
3. Select the **Details** tab.
4. Highlight the desired devices from the list. Click on the first selected device and next press and hold **CTRL** key while clicking on the second device.
5. Right-click on the selected devices and from the context menu select the **Merge** item.
   The **Warning** window opens.
6. Select **Yes** to merge devices.
   If significant inventory information does not match, the **Confirm** window is opened with short description of differences.
7. Select **Yes to All** to merge the selected devices regardless of differences in the inventory information.
   Alternatively, select **Yes** to merge the displayed difference of the selected devices.

Note

The user can select two or more devices for merging their inventory data.

Finding Devices with Specific Information

By using the **Find devices** field located in the Inventory view, the user can find desired information concerning inventoried devices, such as particular update or phrase/sequence containing desired characters.

Finding the desired phrase/sequence can be done in two main methodologies:

- **Basic** – by entering directly the desired phrase/sequence in the **Find devices** field without using any operators. As the user is entering the phrase/sentence, the program automatically starts searching the phrase/sequence within the currently displayed view and immediately presents the search results. For searching the entire inventory database, the Enter key or ***Detailed Database Search*** icon should be used directly after entering the phrase/sequence. This methodology is useful when the given phrase/sentence is a simple basic query (the word or phrase).

- **Advanced** – by entering in the **Find devices** filed the desired expression with operators, dedicated for searching more complex query expression. In such case, the quick search is also automatically started within the displayed view only. However, the user can search the entire inventory database by entering the expression, selecting the desired ***Search Options*** and using the Enter key or ***Detailed Database Search*** icon.

To find information, you can use special operators that can be used along with the searched sequence of characters/phrase in the **Find devices** field. Their purpose is described in the following list.

- '+' – indicates that sequence of characters provided by the user should be included in the

inventory data of network devices while the search is performed. For example: +KB925902 or KB925902 will tell the program to find all network devices, with KB925902 characters sequence in the inventory data. However, +KB925902 Test3 will tell the program to find all network devices only with KB925902 characters sequence in the inventory data, but KB925902 Test3 will tell the program to find all network devices with KB925902 or Test3 characters sequence in the inventory data. To find all network devices with KB925902 and Test3, characters sequences in the inventory data, the +KB925902 +Test3 must be entered.

- **'–'** – the sequence of characters provided by the user should be excluded from the inventory data of network devices while the search is performed. For example: –KB925902 will tell the program to find all network devices, without KB925902 characters sequence in the inventory data.
- **"searched phrase"** – parentheses indicate that a whole phrase entered by the user should be included in the inventory data of network devices while the search is performed. For example: "Windows Vista" will tell the program to find all network devices, with Windows Vista phrase, including the space.
- **'*'**– it is the wildcard operator to match any words between other specific words.

By selecting the **Search Options** icon, the user can narrow the search scope by select one of the following options:

- **Hardware** – narrows searching to collected inventory information, based on the enabled hardware scope.
- **Operating System** – narrows searching to collected inventory information, based on the enabled operating system scope.
- **Disk Inventory** – narrows searching to collected inventory information, based on the enabled disk inventory scope.

Furthermore, the user can find information about devices deleted from the inventory. In such case, use the **Time Machine Mode**. The program will find the desired information at the specified date.

To find specific information

1. Select the **Inventory** view.
2. Highlight the desired view in the **Views** panel.
3. To perform the quick search within the current view only, enter the desired query phrase/sequence (optionally with desired operator) in the **Find Devices** field.
   The program automatically starts the quick search process within the selected view.
4. To perform the entire database search, use the **Enter** key or ***Detailed Database Search*** icon, specify the inventory data scope by clicking the ***Options*** icon and select the desired

option from the list.

5. To perform the narrowed search, specify the inventory data scope by clicking the ***Search Options*** icon and select the desired option from the list.
6. In the **Find Devices** field, enter query expression (optionally use desired operator).
7. To start searching process, click the ***Detailed Database Search*** icon.
   The searching results will be added to the **Views** panel.

Note

Please note that the program will perform the search according to options selected in step 5, regardless of the currently highlighted view in the Views panel.

Managing Products and Licenses

The program collects comprehensive hardware and software data from network devices, for the user to manage changes in products, licenses.

The ***Licensing*** icon allows opening the **Product Licensing** and **Licenses** views, used to manage products and their licenses according to inventory information collected by the program.

The program discovers products based on performed audits. The user can also add products for inventorying. The list of inventoried products is presented in the **Products** section of the **Product Licensing** view. In order to manage licenses, the user must assign them to inventoried products. In the Assigned Licenses tab of the Product Licensing view, the list of licenses assigned to the selected product is presented. In the **Licenses** view, the user can manage the list of all licenses assigned to inventoried products and the list of products assigned to each license. The program automatically verifies, based on performed audit, whether licenses assigned to inventoried products are violated. The actual status of inventoried products and assigned licenses is presented in the appropriate fields in both Product Licensing and Licenses views. Please see chapters titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75, Details Tab on page 35 and License Types Description on page 114 for more information about indicating actual statuses of inventoried products and licenses.

Managing products and licenses includes the following tasks:

- adding new products and licenses,
- changing product properties and product licensing,
- changing license properties,
- managing list of licenses assigned to products,
- managing products assigned to licenses,
- adding products to exclusion list,
- managing license attachments and notes,
- customizing products and licenses view.

When the first audit is performed, the list of all inventoried products is listed in the **Products** section of the **Product Licensing** view. The user can manage their licenses according to the individual needs.

Notes

- *The program allows assigning many licenses to an existing product and many products to an existing license. The inventory process approach depends on the user preferences.*
- *The presented inventory information is presented based on performed audits. Therefore, information in the **Product Licensing** and **Licenses** views is displayed only for devices where at least the first audit was performed.*

License Types Description

To manage licenses, the user must assign them to each inventoried product. The program compares the license properties specified by the user with inventory information collected during the last performed audit, where the **Disk Inventory** option was enabled in the audit profile. The license properties depend on the license type. Furthermore, each license type is represented by the number of license units and displayed in the **License Units** column located in the Assigned Licenses section of the Product Licensing view and Licenses view. The license properties are described in the following list.

- **Number of Licensed Nodes** – the license type is valid for the specified number of node. The number of license units equals the number of licensed nodes selected by the user.
- **Number of License Units** – this license type allows using the specified number of product copies simultaneously in the network.
- **License Expiration** – the user can define the time after which the license expires by selecting one of the available options:
  - **None** – the selected license type never expires.
  - **By Date** – the selected license type is valid for the specified period of time.
  - **Days After Installation** – the selected license type is valid for the number of days, specified in the Valid For field. The license becomes effective from the date when the product is installed.
    To determine if the entered time limit is violated, the program compares the time limit specified in the license assigned to the desired product with its installation date. If the product installation date is unavailable, the program is checking dates of the first and last product usage on inventoried network devices.
- **Valid For** – this field allows specifying the number of days a given license should be valid for.
- **Locations** – the user can select locations where the product copies can be installed and used based on the Site license type. Locations can be selected from the Views panel of the Inventory view.

Available license types are as follows:

Icon	*Name*	*Description*
	Free	It allows installing any number of product copies. Each **Free** license type is equal to **1** license unit. The **License Balance** field is validated for this type of license.

Icon	*Name*	*Description*
	Corporate	This type of license allows installing unlimited number of product copies in the inventoried corporate network. The user can specify the time limit for corporate license. The program compares the license properties defined by the user with inventory information collected during the last performed audit. Each **Corporate** license type equals **1** license unit. If only this license type is assigned to a particular product, the License Balance field is not validated and displays **0**. However, the total number of units of other licenses entered by the user will be indicated in the **License Balance** field as excessive.
	Floating	Allows installing a specified number of license units, but it can be used simultaneously by a limited number of users. The time limit may also be specified. The status of this license type (indicated in the Status field) is not validated by the program. Therefore, it is used for evidence purpose only. The units representing Floating license types are validated in the **License Balance** field.
	Named User	By selecting this type of license you may install a specified number of product copies that can be used by authorized users. The time limit may be specified as well. The status of this license type (indicated in the Status field) is not validated by the program. Therefore, it is used for evidence purpose only. Each Named User license type equals **1** license unit. The **License Balance** field is validated for this type of license.
	Per Node	Allows installing a specified number of product copies and the time limit may also be specified. The number of licensed nodes specified by the user representing the number of permitted product copies and it is validated in the **License Balance** field.
	Shared	By using this type of license, you can select the number of license units and specify the license expiration date. The status of this license type (indicated in the Status field) is not validated by the program. Therefore, it is used for evidence purpose only. The number of Shared license type units specified by the user is validated in the **License Balance** field.
	Site	The user can specify locations where the selected product copies can be installed and used. Locations can be selected from the Views panel of the Inventory view. The Site license equals to 1 license unit. If the user does not specify any location in properties of this license, the **License Balance** field is not validated (displays **0**). However, the total number of units of other licenses entered by the user will be indicated in the License Balance field as excessive. If the user selects valid locations in the properties of Site license, the **License Balance** field is validated.

Violation any of the license assigned by the user to the desired products is indicated in fields of the Inventory, Products Licensing and Licenses views. Please see chapters titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75, Details Tab on page 35 and License Types Description on page 114 for more information about indicating actual statuses of inventoried products and licenses.

Notes

- *Please note that the **Floating**, **Shared** and **Named User** licenses are not validated by the program for their status. Assigning one of these licenses to a particular product will not change the actual status indicated in the Status field of the All Licenses section in the Licenses view and Licensing Status field in the Assigned Licenses section of the Product Licensing view. However, these licenses can be defined by the user for evidence purpose.*
- *Adding the **Per Node** or **Free** license type to the product with the **Unknown** status and **Undefined** product licensing type, will change the product licensing to **Managed** and its status according to the parameters specified in the assigned license (**Valid** or **Not valid**).*
- *Please note that the actual product status is identified based on the last performed audit. Furthermore, tables presenting information in the Product Licensing and Licenses views allow grouping and adding/removing columns. Please see the chapter titled Customizing Tables on page 177 for more information.*
- *In order to manage licenses, the user must assign them to inventoried products. In the **Assigned licenses** tab, the list of licenses assigned to the selected product is presented. The program automatically verifies, based on performed audits, whether licenses assigned by the user to inventoried products are violated. New licenses can also be added to the particular product, by right-clicking anywhere in the **Assigned Licenses** tab and selecting the **Add License to Product** item from the context menu. Please see the chapter titled Adding New Products and Licenses for more information on the subject.*
- *Please note that the program allows performing audits automatically or manually. Please see the chapter titled Quick Configuration Wizard for more information about auditing methods available in the program.*

Choosing Product Licensing Type

The product licensing type is displayed in the **Product Licensing** column of the **Products** section. When the first audit is performed the program automatically assigns the **Unidentified** licensing type to all discovered products. The user specifies the product licensing type for each inventoried product. The list of all product licensing types available in the **Product Licensing** field is described in the following list:9

- **Excluded** – the particular product with its licenses is excluded from managing by the user. Products excluded from managing their licenses will be grayed out.
- **Free** – the license is not required to use the product. Therefore, this type is usually assigned to the freeware/shareware software products. The actual license status of these products is always indicated **OK** in the **License Status** field of the Assigned Licenses tab in

the Product Licensing view and the product status is always **Valid** in the **Status** field of the **Products** section, located in the Product Licensing view, regardless of licenses assigned to the product by the user.

- **Managed** –indicates that licenses assigned of a particular product are managed. The user assigns the desired licenses to products. When at least one license is assigned to the particular product with **Unidentified** licensing type, the program automatically changes it to the **Managed** option in the **Product Licensing** field. However, the **Free** and **Prohibited** licensing type will not be changed if the user adds a new license to these products.
- **Prohibited** – the product is prohibited from using in the inventoried network regardless of a license type and status.
- **Unidentified** – the product is not currently assigned by the user to one of the product management types described above. The program automatically assigns the Unidentified type to all products discovered based on the first performed audit.

Violation of any of the license assigned by the user to the desired products is indicated in fields of the Inventory, Products Licensing and Licenses views. Please see topics titled Adding New Audit Profiles and Changing Properties of Audit Profiles on page 75 for more information.

Notes

- *The product licensing is selected by the user in the Product Properties or Add Product window. Please see chapters titled Changing Product Properties on page 122 or Adding New Products and Licenses on page 117 for more information.*
- *Please note that two products are recognized by the program as identical if they have exactly the same entries in the **Vendor**, **Product Name** and **Version** fields.*

Adding New Products and Licenses

The program contains the list of unique products identified during performed audits and added by the user. The list of inventoried products is presented in the **Products** section of the **Product Licensing** view. Two products are identical in the program if they have exactly the same entries in the **Vendor**, **Product Name** and **Version** fields. Therefore, in order to add a new product, a unique entry must be specified at least in one of these three fields. These fields (listed below) are included in the Product Properties window and the Licensed Products view of the **License Properties** window.

- **Product Name** – specifies the inventoried product name in the program.
- **Vendor** – specifies the inventoried program vendor.
- **Version** – specifies the inventoried product version.

New products are added for inventorying in the **Add Product** window. It contains the list of assigned licenses. During the process of adding new products the user can also assign the license.

To specify the properties of assigned license, the **License Properties** window is used.

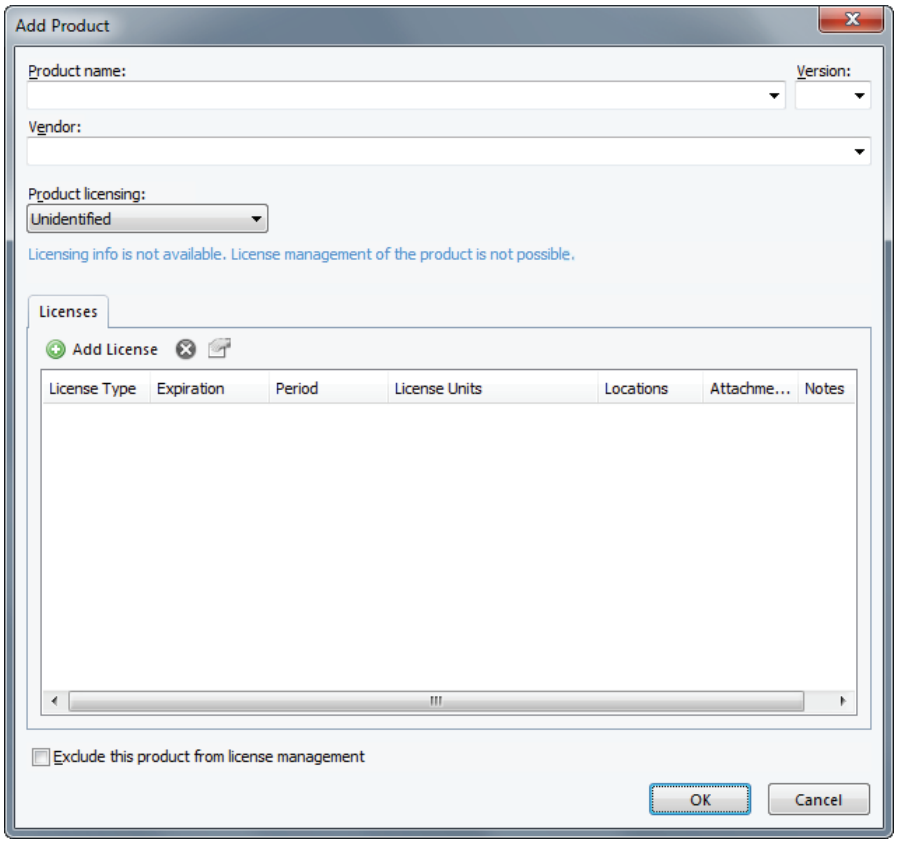


Figure 25 - Add Product

To add a new product and license to the program

1. Click the ***Licensing*** button located in the main program toolbar and select the **Product Licensing** view.
   The list of inventoried products is presented in the Products section.
2. Select the **Product ► Add** item from the **Actions** main program menu.
   Alternatively, right-click anywhere in the products list and from its context menu select the **Add New Product** item or click the ***Add Product*** icon from the main program toolbar.
   The **Add Product** window opens.
3. In the **Product Name** field select the desired product from the drop-down list or enter a new product name.

4. Provide the product version in the **Version** field.
5. In the **Vendor** field select the desired vendor from the drop-down list or enter a new vendor name.
6. In the **Product Licensing** field, select the desired licensing management type from the drop-down list.
7. To assign the desired license, select Licenses tab and click the ***Add License*** icon. The **License Properties** window opens with the **General** tab selected.
8. In the **License Type** field, select the desired license from the drop-down list which will be assigned the product.
   If the **Site** license is selected, specify locations where the added product with defined license can be used. Locations can be selected by clicking the ***Select Location*** icon located in the **Locations** field. The **Select Locations** window opens with the list of views included in the Views panel.
   If the **Per Node** license is selected, specify in the **Number of Licensed Nodes** field the number of licensed product copies that can be installed and used in the inventoried network.
   If the **Shared** or **Floating** license is selected, specify in the **Number of License Units** field the number of licensed users which can simultaneously use installed product copies in various places of the inventoried network.
9. In the **License Expiration** field, select desired option from the drop-down list.
   If the **Start and expiration date** option is selected, enter the **Valid from** and **Valid to** dates specifying the validity period of the license.
   If the **Days after installation** option is selected, enter the number of days in the Valid for field, specifying for how many days after the installation the license should be valid for a given product.
10. Click **OK** in the **License Properties** window to confirm the operation.
11. To exclude the product from managing, select the **Exclude this product from license management** check box.
12. Click **OK** in the **Add Product** window to finish the operation.

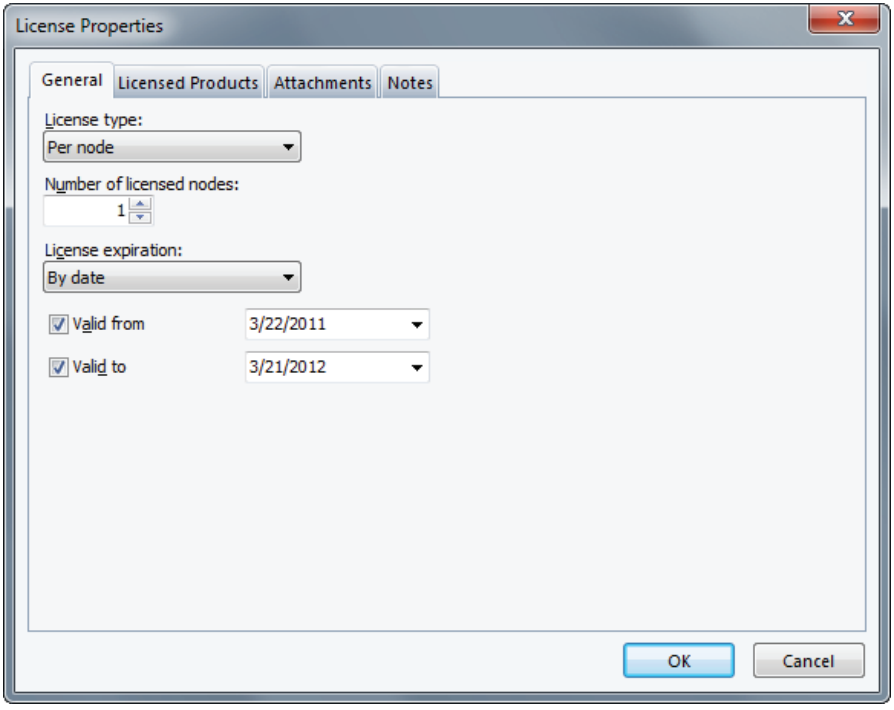


Figure 26 - License Properties window – assigning licenses to a product

Notes

- *Please note that if the **Exclude this product from license management** check box is selected, the product will be grayed out in the list of products, regardless of selection made in step 6. The product exclusion list is created for the filtering purpose only.*
- *Please chapters titled Choosing Product Licensing Type on page 116 and License Types Description on page 114 for more information.*
- *The program allows changing the properties of each inventoried product. Notice that changing the properties also allows adding a new product to the program, if the Product Name, Version and Vendor fields contain a unique composition of entries, not included in the list of already inventoried products. Please see chapters titled Adding Products to Licenses on page 121 and Changing the List of Products Assigned to Licenses on page 123 for more information.*

Managing Inventoried Products

The **Licenses** view contains the list of all licenses defined by the user. The program allows assigning many products to a license.

Adding Products to Licenses

The program contains the list of unique products. Please see the chapter titled Adding New Products and Licenses on page 117 for more information.

The **License Properties** window allows specifying the license options, assign products, attachments and notes. The list of products assigned to the license is presented on the **Licensed Products** tab.

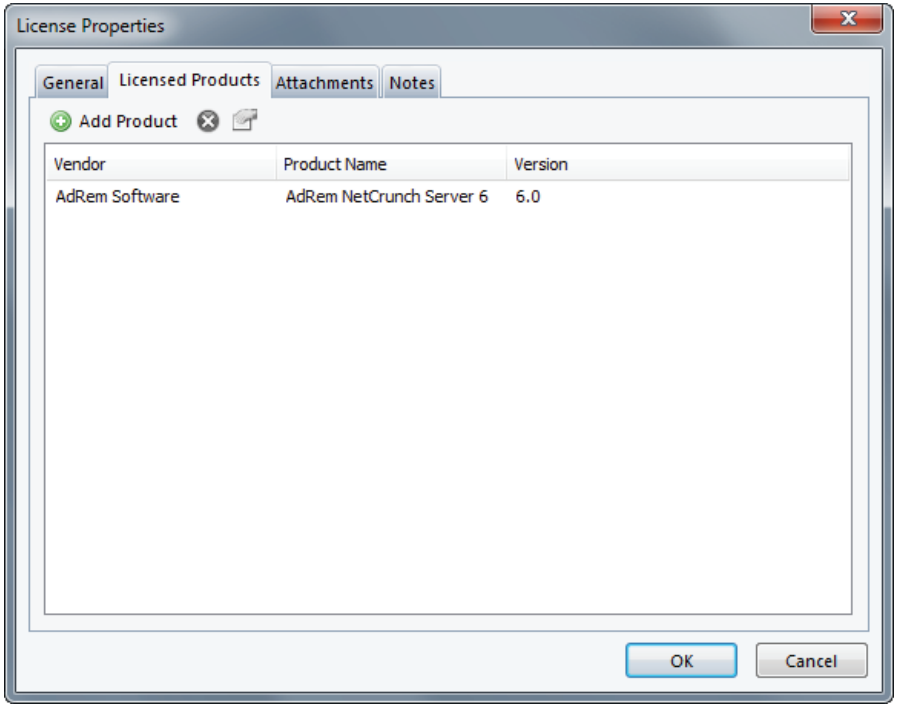


Figure 27 - License Properties window – adding products to a license

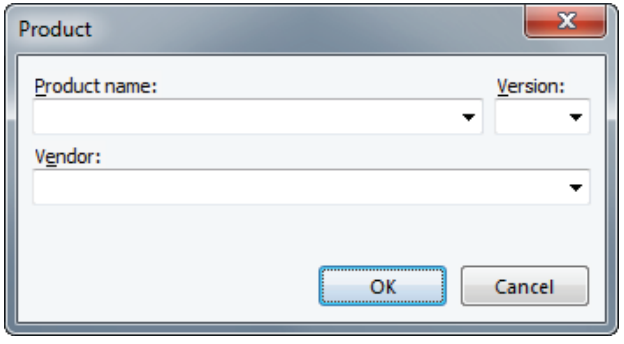
To each license, the user can add products already inventoried by the program or enter a new product. To assign a product to the license, the **Product** window is used.

If the combination of entries specified in the **Product Name**, **Version** and **Vendor** fields comprise the product already existing in the program, then it will be added to the license. Otherwise, the program creates a new product and adds it the list of inventoried products as well as to the license.

To add a new products to an existing license

1. Click the ***Licensing*** button located in the main program toolbar and select the **Licenses** view.
   The list of all licenses is presented in the **All Licenses** section.

2. Right-click the desired license from the list and form the context menu select the **Properties** item.
   The **License Properties** window opens with the **General** tab selected.
3. Select the **Licensed Products** tab.
4. To add a product to the selected license, click the ***Add Product*** icon.
   The **Product** window opens.
5. To add the product existing in the program, select the desired product in the **Product Name** field, its version and vendor in the appropriate fields and click **OK** button to confirm operation.
6. To define a new product, either enter a new name in the **Product Name** field, or select the product from the available list and specify the desired values in the empty **Version** and/or **Vendor** fields.
7. Click **OK** in the **Product** window.
8. Click **OK** in the **License Properties** windows to confirm the operation



Note

The program allows assigning many licenses to an existing product and many products to an existing license. The inventory process approach depends on the user preferences. Please see the section titled *Adding Licenses to Products on page 124* *for more information on adding new licenses to products.*

Changing Product Properties

Properties of any inventoried products can be changed at any time. Notice that the program contains the list of unique products. Please see chapters titled Adding New Products and Licenses on page 117 and Adding Products to Licenses on page 121 for more information.

To change product properties

1. Click the ***Licensing*** icon located in the main program toolbar and select the **Product Licensing** view.
   The list of inventoried products is presented in the **Products** section.
2. Highlight the desired product from the list and select the **Product ▶ Properties** item from the **Actions** main program menu.
   Alternatively, right-click the desired product in the products list and from its context menu select the **Properties** item.
   The Product **Properties** window opens.
3. Provide the desired product information.

4. In the **Product Licensing** field, select the desired licensing management type from the drop-down list.
5. To exclude the product from managing, select the **Exclude this product from license management** check box.
6. Click **OK** in the **Product Properties** window to finish the operation.

Notes

- *The Product Properties window is also accessible from within the Licenses view. Please see the chapter titled* *Changing Product and License Properties on page 129* *for more information.*
- *The program allows assigning licenses directly to exiting products and managing the list of licenses assigned to the product. Please see chapters titled* *Adding Licenses to Products on page 124* *and* *Changing the List of Licenses Assigned to Product on page 125* *for more information.*

Changing the List of Products Assigned to Licenses

Changing the list of products assigned to the license is performed from the **Licenses Products** tab of the **License Properties** window. The user can add, remove or change properties of any product assigned to the license. Notice that changing the properties also allows adding a new product to the program.

To change the list of products assigned to a license

1. Click the ***Licensing*** button located in the main program toolbar and select the **Licenses** view.
   The list of all licenses is presented in the **All Licenses** section.
2. Right-click the desired license from the list and form the context menu select the **Properties** item.
   The **License Properties** window opens with the **General** tab selected.
3. Select the **Licensed Products** tab.
   The list of assigned products to license is displayed.
4. To add a product to the list, select the ***Add Product*** icon.
   The **Product** window opens.
5. Specify the desired product and click **OK** to confirm operation.
6. To change the properties of the product, select it from the list and click the ***Properties*** icon.
   The **Product** window opens.
7. Change entries in the available fields.
8. Click **OK** in the **Product** window.
9. To remove a product from the list, highlight the desired product and click the ***Remove*** icon.

10. Click **OK** in the **License Properties** windows to confirm the operation.

Notes

- *To change properties of other products, repeat steps from 4 to 6.*
- *Removing the selected product from the list of products assigned to the license does not delete it from the program.*
- *The user can also manage attachments, notes and custom data with each inventoried device, license and product. Please see chapters titled Managing License Attachments on page 127, Managing License Notes on page 128 and Using Device Properties Extensions on page 139 for more information.*

Managing Inventoried Licenses

Adding Licenses to Products

The user can add a new license directly to any product selected from the **Products** section of the **Product Licensing** view.

To add a new license to an existing product

1. Click the ***Licensing*** button located in the main program toolbar and select the **Product Licensing** view.
   The list of inventoried products is presented in the **Products** section.
2. Highlight the desired product from the list.
3. Select the **Add License to Product** item from the **Actions** main program menu.
   Alternatively, right-click the desired product in the products list and from its context menu, select the **Add License to Product** item.
   The **License Properties** window opens with the **General** tab selected.
4. In the **License Type** field, select the desired license from the drop-down list which will be assigned to the product.
   If the **Site** license is selected, specify where the added product can be used in the **Locations** field.
   If the **Per Node** license is selected, specify in the **Number of Licensed Nodes** field the number of licensed product copies that can be installed and used in the inventoried network.
   If the **Shared** or **Floating** license is selected, specify in the **Number of License Units** field the number of licensed users which can simultaneously use installed product copies in various places of the inventoried network.
5. In the **License Expiration** field, select desired option from the drop-down list.
   If the **By date** option is selected, enter the **Valid from** and **Valid to** dates specifying the validity period of the license.
   If the **Days after installation** option is selected, enter the number of days in the **Valid for**

field, specifying for how many days after the installation the license should be valid for a given product.

6. Click **OK** in the **License Properties** window to confirm the operation.

Notes

- *To assign more licenses to the product, repeat steps from 3 to 5.*
- *The description of all columns is available in the chapter entitled Licensing View on page 21.*
- *The program allows assigning many licenses to an existing product and many products to an existing license. The inventory process approach depends on the user preferences. Please see the section titled* *Adding Products to Licenses on page 121* *for more information on the subject.*
- *Please note that the **Floating**, **Shared** and **Named User** licenses are not validated by the program for their status. Assigning one of these licenses to the particular product will not change the actual status indicated in the **Status** field in the **All Licenses** section of **Licenses** view and **Licensing Status** field in the **Assigned Licenses** section of the **Product Licensing** view. However, these licenses can be entered by the user for evidence purpose. Please see the chapter titled* *License Types Description on page 114* *for more information.*
- *Adding the **Per Node** or **Free** license type to the product with the **Unknown** status and **Undefined** product licensing, will change the product licensing to **Managed** and its status according to the parameters specified in the assigned license (**Valid** or **No valid**).*

Changing the List of Licenses Assigned to Product

The program allows managing the list of licenses assigned to the inventoried product selected from the **Products** section of the **Product Licensing** view. The user can add, remove or change properties of any license assigned to the product.

To change the list of licenses assigned to the product

1. Click the ***Licensing*** button located in the main program toolbar and select the **Product Licensing** view.
   The list of inventoried products is presented in the **Products** section.
2. Highlight the desired product from the list and select the **Product ► Properties** item from the **Actions** main program menu.
   Alternatively, right-click the desired product in the products list and from its context menu select the **Properties** item.
   The **Product Properties** window opens with the list of currently assigned licenses, presented in the **Licenses** tab.
3. To add a newly defined license directly to the selected product, click the ***Add License*** icon and follow this instruction from step 5.
4. To change the assigned license properties, highlight the desired license the **Licenses** tab and click the ***Properties*** icon.
   The License Properties window opens with the General tab selected.

5. In the **License Type** field, select the desired license from the drop-down list which will be assigned to the product.
   If the **Site** license is selected, specify where the added product can be used in the **Locations** field.
   If the **Per Node** license is selected, specify in the **Number of Licensed Nodes** field the number of licensed product copies that can be installed and used in the inventoried network.
   If the **Shared** or **Floating** license is selected, specify in the **Number of License Units** field the number of licensed users which can simultaneously use installed product copies in various places of the inventoried network.
6. In the **License Expiration** field, select desired option from the drop-down list.
   If the **Start and expiration date** option is selected, enter the **Valid from** and **Valid to** dates specifying the validity period of the license.
   If the **Days after installation** option is selected, enter the number of days in the **Valid for** field, specifying for how many days after the installation the license should be valid for a given product.
7. To remove a license from the list, highlight the desired license and click the ***Remove*** icon.
8. Click **OK** in the **License Properties** window to confirm the operation.
9. Click **OK** in the **Product Properties** window to finish the operation.

Notes

- *Please note that the **Floating**, **Shared** and **Named User** licenses are not validated by the program for their status. Assigning one of these licenses to a particular product will not change the actual status indicated in the **Status** field of the All Licenses section in the Licenses view and Licensing Status field in the Assigned Licenses section of the Product Licensing view. However, these licenses can be entered by the user for evidence purpose. Please see the chapter titled License Types Description on page 114 for more information.*
- *Adding the **Per Node** or **Free** license type to the product with the **Unknown** status and **Undefined** product licensing, will change the product licensing to **Managed** and its status according to the parameters specified in the assigned license (**Valid** or **Not valid**).*
- *Please note that the operation of removing license from the list of licenses assigned to the product does not delete it from the program.*
- *Repeat steps from 4 to 6 to change the properties of other licenses.*
- *Please note that if the **Exclude this product from license management** check box is selected, the product will be grayed out in the list of products, regardless of selection made in step 6. The product exclusion list is created for the filtering purpose only. Therefore, the product licenses status will be validated according to the performed audits. Please see the chapter titled Creating/Deleting Custom Views on page 175 for more information.*
- *The user can also manage attachments, notes and custom data with each inventoried device, license and product. Please see chapters titled Managing License Attachments on page 127, Managing License Notes on page 128 and Using Device Properties Extensions on page 139 for more*

information.

Managing License Attachments

The Attachments view of the License Properties window allows managing files added to the selected license. Attached files are saved in the database and can be viewed on the machine where **AdRem Network Inventory** is installed. In order to view attached files, the appropriate software must be installed on this machine. Attached files are listed in a convenient table format with the following columns:

- **Category** – specifies the category name defined by the user to which the attached file belongs.
- **Comment** – contains information entered by the user about the attached file.
- **Name** – specifies the file name and extension.

To manage files attached to a license

1. Click the ***Licensing*** button located in the main program toolbar and select the **Licenses** view.
   The list of all licenses is presented in the **All Licenses** section.
2. Double-click the desired product from the list.
   The **License Properties** window opens with the **General** tab selected.
3. Select the **Attachments** tab.

4. To add a new attachment, click the ***Add Attachment*** icon and in the **Add Attachment** window select the desired file.

5. To save a copy of an attachment on the local disk, select it in the list and click the ***Save*** icon.

6. To delete an attachment, select it in the list and click the ***Delete*** icon.

7. To view an attachment, select it in the list and click the ***Show Attachment*** icon.

8. To edit attachment properties, select it in the list and click the ***Properties*** icon.
   The **Attachment Information** window opens.
   In the **Category** field, select the desired category from the list to assign it to the attachment or enter a new category name.
   In the **Comment** field, enter a custom note about attachment.
9. Click **OK** in the **Attachment Information** and **License Properties** window to finish the operation.

Notes

- *In step 8, the user can view the selected attachment with using dedicated software installed on the machine where AdRem Network Inventory is installed. Please note that this feature is used for viewing*

purpose only. Therefore, no changes should be made in the viewed attachment. To make changes in the attachment file, first save it on the local disk using the ***Save*** *icon, then open attachment from the saved location, make necessary changes, save the file and add it again to the list of attachments.*

- *Please note that attachments are saved in the database location. Therefore, any operation such as saving, deleting or changing properties of an attachment is performed on the database location.*
- *The License Properties window is also available from within the Assigned Licenses section of the Product Licensing view. In such case, in step 1, the user can select the Product Licensing view instead, right-click the desired license from the list of licenses in the Assigned Licenses section assigned to the particular product and select the Properties item from the context menu.*
- *The user can also manage notes and custom data with each inventoried device, license and product. Please see the chapter titled* *Managing License Notes on page 128* *and* *Using Device Properties Extensions on page 139* *for more information.*

Managing License Notes

The **Notes** view of the **License Properties** window allows you to quickly write down important information about a license. Notes added to the particular license are presented in a separate row directly below this license.

To manage license notes

1. Click the ***Licensing*** button located in the main program toolbar and select the **Licenses** view.
   The list of all licenses is presented in the **All Licenses** section.
2. Double-click the desired product from the list.
   The **License Properties** window opens with the **General** tab selected.
3. Select the **Notes** tab.
4. Enter, modify or delete any part of text information related to the selected license in the dedicated section.
5. Click **OK** to finish the operation.

Notes

- *The License Properties window is also available from within the Assigned Licenses section of the Product Licensing view. In such case, in step 1, the user can select the Product Licensing view instead, right-click the desired license from the list of licenses in the Assigned Licenses section assigned to the particular product and select the Properties item from the context menu.*
- *The user can also manage custom data with each inventoried device, license and product. Please see the chapter* *Using Device Properties Extensions on page 139* *for more information.*

Finding Licenses with Specific Information

In the **Licensing** view the user can find desired information in the currently opened view, such as phrase/sequence containing desired characters. The desired phrase/sequence can be found in the **Products** section of the **Product Licensing** view and All Licenses section of the Licenses

view. By entering the desired phrase/sequence directly in the **Find Devices** field, the program automatically starts quick search.

Notes

- *Please note that the program performs searching in both Products and All Licenses sections regardless of which view is currently opened.*
- *The program allows finding the desired phrase/sequence in the Inventory view. Please see the chapter titled Finding Devices with Specific Information on page 109 for more information on the subject.*

Changing Product and License Properties

Properties of any inventoried products and licenses can be changed at any time.

To change product properties

1. Click the ***Licensing*** button located in the main program toolbar and select the **Product Licensing** view.
   The list of inventoried products is presented in the **Products** section.
2. Highlight the desired product from the list and select the **Product ► Properties** item from the **Actions** main program menu.
   Alternatively, right-click the desired product in the products list and from its context menu select the **Properties** item.
   The **Product Properties** window opens.
3. Provide the desired product information.
4. In the **Product Licensing** field, select the desired licensing management type from the drop-down list.
5. To exclude the product from managing, select the **Exclude this product from license management** check box.
6. Click **OK** in the **Product Properties** window to finish the operation.

To change license properties

1. Click the ***Licensing*** button located in the main program toolbar and select the **Licenses** view.
   The list of all licenses is presented in the **All Licenses** section.
2. Highlight the desired license from the list and from its context menu select **Properties** item.
   Alternatively, select **License Properties** item from the Actions menu or click ***License Properties*** icon.
   The **License Properties** window opens with the **General** tab selected.
3. In the **License Type field,** select the desired license from the drop-down list which will be assigned to the product.

If the **Site** license is selected, specify where the added product can be used in the **Locations** field.
If the **Per Node** license is selected, specify in the **Number of Licensed Nodes** field the number of licensed product copies that can be installed and used in the inventoried network.
If the **Shared** or **Floating** license is selected, specify in the **Number of License Units** field the number of licensed users which can simultaneously use installed product copies in various places of the inventoried network.

4. In the **License Time Limit** field, select desired option from the drop-down list.
If the **Start and expiration date** option is selected, enter the **Valid from** and **Valid to** dates specifying the validity period of the license.
If the **Days after installation** option is selected, enter the number of days in the **Valid for** field, specifying for how many days after the installation the license should be valid for a given product.

5. To delete license, highlight the desired license from the list and click the ***Delete*** icon.
6. Click **OK** in the **License Properties** window to confirm the operation

Notes

- *Please note that if the **Exclude this product from license management** check box is selected, the product will be grayed out in the list of products, regardless of selection performed in step 6.*
- *Please note that the program contains the list of unique products. Two products are recognized by the program as identical if they have exactly the same entries in the Vendor, Product Name and Product Version fields. Please see chapters titled Adding New Products and Licenses on page 117 and Adding Products to Licenses on page 121 for more information.*

Deleting Products and Licenses

The software products can be deleted along with all assigned licenses from the list of inventoried products. However, the user can also delete only the selected license. Notice that the product or license is deleted permanently from the program. If the deleted product is discovered in the network next time the audit is performed, then the program will add it to the list of products again.

To delete a product with all assigned licenses from the inventory

1. Click the ***Licensing*** button located in the main program toolbar and select the **Product Licensing** view.
The list of inventoried products is presented in the **Products** section.
2. Highlight the desired product from the list.

3. Click the ***Delete*** icon from the main program toolbar.
The **Warning** window opens.
4. Select **Yes** to delete the selected product.

To delete a license from the program

1. 1. Click the ***Licensing*** button located in the main program toolbar and select the **Licenses** view.
2. The list of all licenses is presented in the **All Licenses** section.
3. 2. Highlight the desired license from the list in the **All Licenses** section.
4. 3. Click the ***Delete*** icon from the main program toolbar.
5. Alternatively, right-click the desired license and select **Delete** from its context menu.
6. The **Warning** window opens.
7. 4. Select **Yes** to delete the selected license.

Note

- *The inventoried product can also be deleted from within the Licensed Products tab in the Licenses view, by right-clicking the desired product and selecting the Delete item from the context menu.*
- *The user can also delete license from within the Assigned Licenses tab in the Product Licensing view, by right-clicking the desired license selecting the Delete item from the context menu.*

Creating Custom Views

The user can specify the exact filtering criteria to present information according to the individual needs. Custom views can be created in both Product Licensing and Licenses views. For example, the user can create a view in the **Products** section of the **Product Licensing** view, which only lists products with the valid status (i.e. their **Status** field is equal to **Valid**), prohibited (i.e. their **Product Licensing** field is equal to **Prohibited**), as well as the ones that happened on the selected product (i.e. their **Product Name** field is equal to the user selected product). By selecting the described filtering criteria the list will contain only products with valid product license and those installed on inventoried network devices with a certain product name, previously specified by the user to be prohibited.

To create a custom view

1. Click the ***Licensing*** button located in the main program toolbar and select the desired view.
2. Click on the ***Down Arrow*** icon located on the particular column header and choose the desired option from the list by selecting the appropriate check box.
3. To specify custom filtering criteria, select the **Custom** option from the list.
   The **Custom Filter** window opens.
4. Provide the desired filtering criteria and click the **OK** button to confirm.
   The filtering status bar appears at the bottom of the selected section.
5. To temporarily turn off the custom filter view unselect the check box in the filtering status bar.

Alternatively, to return to the custom view, select the check box in the filtering status bar.

6. To select the previously created custom view, click the ***Custom Views*** icon in the filtering status bar.

7. To close the custom view permanently, click the ***Close*** icon in the filtering status bar.

Any column can be added or removed by the user from the table. Furthermore, the user can change the order of columns to present information in a clear and more convenient manner. Please see the chapter titled Customizing Tables on page 177 for more information. By clicking the column header, the user can sort data in the table according to the selected column.

Note

The program allows using additional filters in the Product Licensing and Inventory view. Please see chapters titled Choosing Product Licensing Type on page 116 and Devices Panel on page 34 for more information.

Managing Reports

AdRem Network Inventory provides a comprehensive list of predefined report templates. Such reports are ready to use and can only be generated based on performed audits. Therefore, reports can be generated only for devices where at least one audit was performed. Please see the chapter titled Licensing View on page 40 for more information.

Any time you need to create reports for a specific device group, you may create subsection in the **Custom Views** of the **Views** panel containing desired devices and create reports for them.

Generating Reports

Reports can be generated, based on the inventory data collected by the program and stored in the database server.

To generate a report

1. Click the ***All Reports*** button located in the main program toolbar.
   The **All Reports** view opens.

2. In the **Scope** field please specify the report scope for which you want to generate results by using the ***Select*** button.

3. Click in the **Range** field and select the report date. You may also select the report period by using the ***Change Report Period*** icon and ***Previous*** or ***Next*** arrows.

4. To generate a report, please select the desired report from the **Reports** panel located on the left and select the **Generate Report** item located in the report details section.
   A progress window will be shown for a short time. Once the report is finished, its content will be displayed.

5. To navigate through the generated report use the **Bookmarks** window or the navigation arrows on the **Report Viewer** toolbar.
   Alternatively, use the ***Previous Page*** or ***Next Page*** icon located in the program toolbar.

6. To zoom in on the report content, click the ***Zoom In*** icon located in the program toolbar. To zoom out of the report content, click the ***Zoom Out*** icon located in the program toolbar.
   If you want to fit content of the generated report in the viewable area, click the ***Zoom to Fit Page*** or ***Zoom to Fit Width*** icons, instead.

7. To find a phrase in the presented report, enter the desired phrase in the **Find** filed and press **Enter**. To find the phrase in the previous or next page of the presented report, use the ***Find Previous*** or ***Find Next*** icon respectively.

8. Click the ***Save Report*** icon to save the generated report.

9. Click the ***Print Report*** icon to print the generated report.

10. Click ***Close Report*** to exit report presentation.

Notes

- *Please note that the demo reports contain examples of data and are used for the demonstration purpose only. Reports are generated based on the inventory data collected by the program and stored in the database server. Therefore, reports can be generated only for devices where the client agent was installed and at least the initial audit performed.*
- *If the selected report cannot be generated (contains no data), the appropriate information is displayed in the report details section. Please see the chapter titled* *Reasons Why Report is Empty on page 137* *to learn about possible reasons why a generated report has no data.*
- *Notice that generated reports can be viewed and saved in the pdf format.*

Adding Hardware Compatibility Reports

In the **Hardware Compatibility** group, the user can create custom reports where inventoried devices meeting selected hardware options will be listed.

To add a new hardware compatibility report

1. Click the ***All Reports*** button located in the main program toolbar.
   The **All Reports** view opens.
2. In the **Reports** panel highlight the **Hardware Compatibility** group.
3. Click in the **Add New Report** link
   The **Add New Report** wizard opens.
4. Select the desired hardware compatibility options available in the **Add New Report** wizard.
5. Click **OK** to finish the operation.
   A newly created report will be added to the **Report Compatibility** group.

Report Scheduling

The program allows to schedule reports to be generated automatically. The list of scheduled tasks is presented in the **Report Schedule** window where also the following, predefined tasks are included:

- Summaries:
  - Hardware changes,
  - Product changes,
  - Prohibited products,
  - Other Discovered Software: Product Changes,
  - Installed hardware,

- Installed Products,

- Licenses:
  - Invalid Product Licenses.

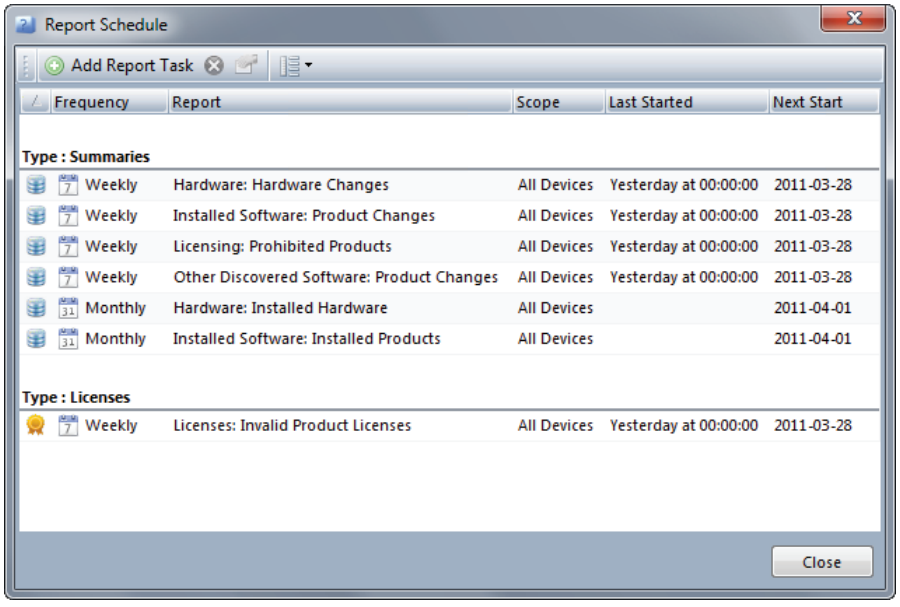


Figure 28 - Report Schedule

Inventory information of the scheduled reports is available for each **Network Inventory Console** used locally or remotely. Therefore, the user can generate reports quickly without waiting for the program to collect necessary data. It is specifically useful while inventorying a large networks, containing many devices. The user can schedule any report available in the **All Reports** view according to the individual preferences.

Notes

- *The **Report Schedule** windows allows to customize view. The user can change grouping by using the **Group by** icon. To change columns, right-click anywhere on the list point to the **Columns** item and select the desired option.*
- *Reports generated automatically are stored on the Network Inventory Server. The user can change period of time when inventory data are kept on the Network Inventory Server. Please see the chapter titled Changing Network Inventory Server Options on page 167 for more information.*

Managing Report Tasks

The Report Schedule window contains the predefined and custom created tasks. The user can add, change and delete the desired tasks from the list at any time.

To add a new report tasks

1. Select the **Report Schedule** item from the **Tools** main program menu.
   The **Report Schedule** window opens with the list of currently defined report tasks in the program.
2.
   To add a new tasks, click the ***Add Report Task*** icon.
   The **Add Report Task** wizard opens.
3. Select the report type to be generated by the program and click **Next**.
4. In the **Report** step, select the desired report from the tree and click **Next**.
5. In the **Report Scope** step, select the desired section with inventoried devices for which the report will be generated. Click the **Next** button to continue.
6. The **Report Schedule** step allows to select the frequency, data and time of generated report.
7. Select **OK** to confirm the operation and close the **Add Report Task** wizard.
   Created report task is added to the list.

The program will generate report automatically at the specified date and time and repeat this task according to the selected frequency option.

Changing Report Task Properties

The user can change the report task properties at any time.

To change report task properties

1. Select the **Report Schedule** item from the **Tools** main program menu.
   The **Report Schedule** window opens with the list of currently defined report tasks in the program.
2.
   Highlight the desired task from the list and select the **Properties** icon.
   Alternatively, right-click the desired task on the list and select the **Properties** item from the context menu.
   The **Report Task Properties** wizard opens.
3. Modify the report type to be generated by the program and click **Next**.
4. In the **Report** step, choose the desired report from the tree and click **Next**.
5. In the **Report Scope** step, select the desired section with inventoried devices for which the report will be generated. Click the **Next** button to continue.
6. The **Report Schedule** step allows to modify the frequency, date and time of the report that is to be generated.
7. Select **OK** to confirm the operation and close the **Report Task Properties** wizard.

Deleting Report Tasks

The user can delete the desired tasks from the list at any time. It is important to know that deleting is an irreversible process. Therefore, the report task is deleted permanently from the program.

To delete a report task

1. Select the **Audit Schedule** item from the **Tools** main program menu.
   The **Audit Schedule** window opens with the list of currently defined audit tasks in the program.
2.
   Select the desired report tasks from the list and click the ***Delete Report Task*** icon.
   Alternatively, right-click the desired task on the list and select the **Delete** item from the context menu

Note

To select more than one task, press and hold CTRL key while selecting.

Reasons Why Report is Empty

There may be several reasons why the report you generated and want to examine is empty. In general, the possible reasons fall into one of the following areas:

- **Inventory data were not collected** – no appropriate data for a report were obtained by the program. For example, if the **Product Usage** report has been generated, but **Include application usage statistics** and **Disk Inventory** options are not enabled in the performed audit profile. Notice that these options are to take effect only when the **By agent** auditing method is selected. Please see chapters titled Audit Profile Window on page 71 and Auditing Methods on page 90 for more information.
- **Wrong date range selected** – no appropriate data for the generated report are obtained by the program in the selected date range. Therefore, no inventory data are collected by the program.

Using Device Properties Extensions

Managing device properties extensions includes the following tasks:

- changing and/or deleting predefined extensions,
- creating, changing, deleting custom created extensions,
- employing lookup functionality.

Note

*Description of the **Extensions** view is presented in the chapter titled* *Extensions View on page 49* *.*

The List of Predefined Extensions

The program provides the predefined extensions presented in the **Extensions** section of the **Extensions** view. Predefined extensions are described below.

- **Disposal Protocol** – allows storing information related to disposal. This extension contains the following fields:
  - Date,
  - Document ID,
  - Disposal Reason,
  - Disposal Method,
  - Recycling Method,
  - Notes.
- **Maintenance Register** – dedicated for storing maintenance information. It consists the list with the following columns defined:
  - Date,
  - Description,
  - Responsible Person,
  - Completion Date,
  - Cost.
- **Organizational Unit Assignment** – used to enter information related to the unit assignment.

  It contains fields:

- Inventory ID,
- Unit,
- Extension,
- Responsible Person,
- Contact Phone,
- Contact Mail,
- Notes;

  and the list with following columns defined:

- Employee,
- Phone,
- Mail,
- Notes.

- **Purchasing Information** (*default extension; cannot be disabled*) – allows providing information related to purchasing in the following fields: It is available also as a tab in the **Device Properties** window.
  - Contract ID
  - Purchase Date,
  - Vendor,
  - Invoice Number,
  - Price,
  - Notes.
- **Repair Register** – used to provide information about repairs in list with the following columns defined:
  - Date,
  - Failure Details,
  - Repair Date,
  - Repaired By,
  - Cost.

Notes

- *Each fields and columns, included in extensions, have selected the desired type (e.g. date, number, text, etc.). The properties of columns and fields are defined only once, while creating the extension and cannot be changed later. However, the user can add or remove fields and columns from extensions.*
- *Information assigned to the particular device is visible and accessible from within the* ***Device Properties*** *window of this device.*
- *The program allows creating custom extensions. Please see the chapter titled* *Creating Extensions on page 141* *for more information.*

Creating Extensions

To create extensions the **Add Extension** wizard is used.

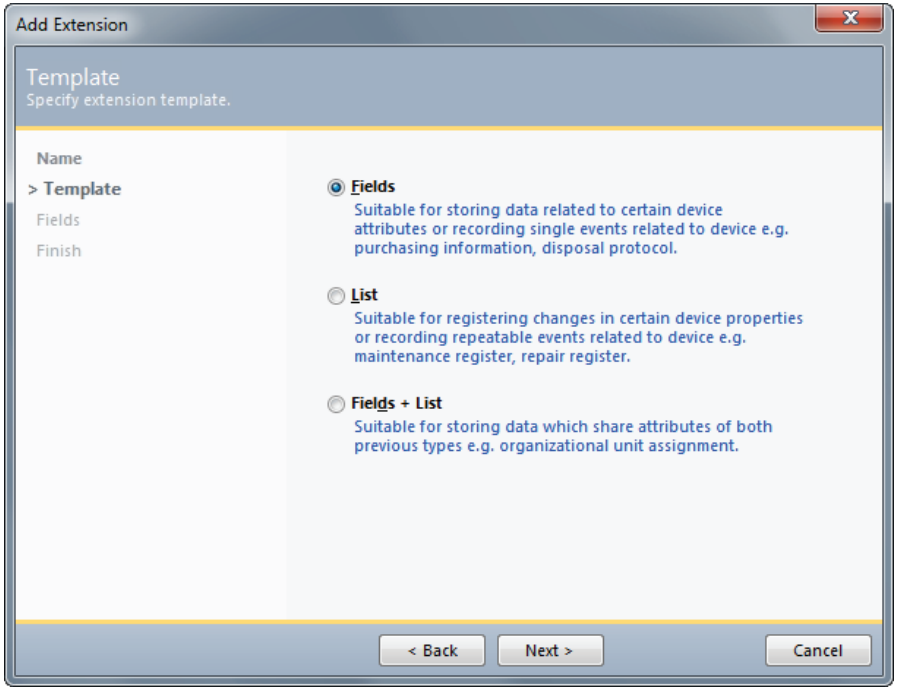

Add Extension
Template
Specify extension template.
Name
> Template
Fields
Finish
Fields
Suitable for storing data related to certain device attributes or recording single events related to device e.g. purchasing information, disposal protocol.
List
Suitable for registering changes in certain device properties or recording repeatable events related to device e.g. maintenance register, repair register.
Fields + List
Suitable for storing data which share attributes of both previous types e.g. organizational unit assignment.
< Back
Next >
Cancel

Figure 29 - Add Extension wizard

It contains the following steps (depending on the selected extension type):

- **Name** – allows specifying the extension name and description.
- **Template** – one of the following extension types can be selected:
  - **Fields** – suitable for storing short information in defined fields. When this option

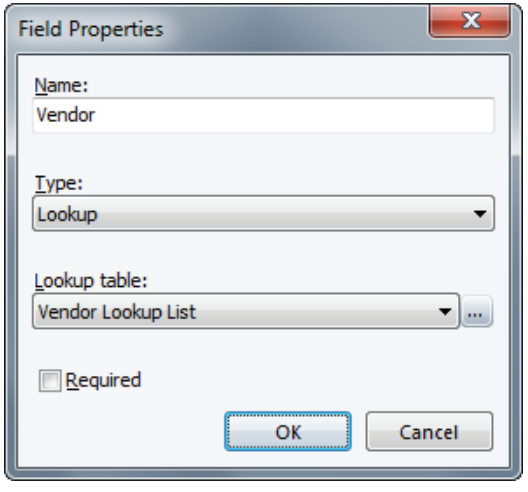
is selected, the next step allows defining many fields according to the individual preferences.

- **List (with columns)** – dedicated for entering many records within a list. Therefore, this type allows recording changes in information related to the device. When this option is selected, the next step allows defining columns and their properties.
- **Fields + List** – suitable for storing data which share attributes of the two abovementioned types.

The following list presents the types of columns/fields available in the program:

- **Attachment** – allows attaching a file, available in the **Device Properties** window.
- **Date** – specifies the date and time.
- **Real Number** – allows providing a fractional number.
- **Long Text** – a unicode character string longer than 128 characters can be entered.
- **Lookup** – allows choosing the lookup table from which values can be selected in the particular extension. For example, in order to choose a vendor name in the defined column and/or field, the Vendor Lookup List should be selected as the lookup table.
- **Money** – is dedicated for entering monetary values.
- **Integer Number** – used for providing numbers only.
- **Short Text** – a unicode character string, consisting of up to 128 characters can be provided.
- **True/False** – allows specifying the logical expressions True or False

The columns and fields type are selected in the **Column Properties** and **Field Properties** respectively, of the **Field Properties** window. If the **Lookup** type is selected, the desired lookup table must be selected from the drop-down list available in the **Lookup** table field. Each lookup table consists of a column with desired values. These values such as the device name, employee name, phone number or company name, can be available as the selection list for columns and/or fields defined within extensions. The program provides the following lookup tables:



- Disposal Method Lookup List
- Disposal Reason Lookup List

- Organizational Unit Lookup List
- Person Lookup List
- Recycling Method Lookup List
- Vendor Lookup List

To create a new device extension for storing information

1. Select the **Extensions** view from the program's main toolbar.
2. To create a new extension, click the ***Add New Extension*** icon.
   The **Add Extension** wizard opens.
3. In the **Name** step, specify the new extension name in the **Name** field and optionally enter its description in the **Description** field.
4. Click the **Next** button.
5. Select the type of the extension and click the **Next** button.
6. To define columns and/or fields, select the ***Add*** icon in the table Columns/Fields step.
   The **Column/Field Properties** window opens.
7. In the **Name** field, enter the name of the column/field.
8. Form the **Type** drop-down menu, select the type of the new column/field.
9. If you selected the **Lookup** type, the **Lookup table** field became accessible.
10. In the **Lookup table** field, click the ***Down arrow*** icon and select the lookup table whose values will be available for selection in defined column/field of created extension.
11. If values in the created column or field are required, select the **Required** check box.
12. Click **OK** to finish defining column/field properties and close the **Column/Field Properties** window.
13. Click **OK** to finish defining a new database extension.
    The newly created extension is displayed in the **Extensions** section of the **Device Properties Extensions** window.

Once, the extension is created and enabled, the user can enter information in defined columns and fields. Please see the chapter titled Entering Information in Extensions and Assigning it to Network Devices on page 147 for more information on the subject.

Notes

- *Please note that after defining a field or column, the only element that can be changed later is the field/column name. Changing the field type can cause incompatibility of data currently existing in the field/column with newly specified properties. Therefore, to avoid this problem, the field/column type is specified only once, while creating the extension.*

- *In the case of using the lookup table, the field/column type will be the same as the selected lookup table.*
- *The program allows creating new lookup tables. Please see the chapter titled Managing Lookup Tables on page 151 for more information.*

Changing Extension Properties

The properties of columns and/or fields are defined only once, while extensions are created. However, later the user can change only the column/field name or add a new column or field. Please see the chapter titled Adding Columns/Fields to Extension on page 144 for more information on the subject.

To change properties of an extension

1. Select the **Extensions** view from the program's main toolbar.
2. To change extension properties, select the desired extension from the list and click the ***Edit Extension Properties*** icon.
   The **Properties** wizard opens.
3. Change the extension name in the **Name** field and its description in the **Description** field. Click the **Next** button.
4. Click the **Next** button in the **Template** step, since the extension type cannot be changed.
5. To change properties of column or field, select it from the list and click the ***Edit*** icon in the **Columns/Fields** step.
   The **Column/Field Properties** window opens.
6. Change the column/field name and select **OK** to confirm.
7. Click **OK** to close the **Edit Extension Properties** window.

Adding Columns/Fields to Extension

The user can enter new information in extensions by adding columns and/or fields or managing information in the already existing ones. Please see the chapter titled Managing Information in Extensions on page 146 for more information.

To add new columns and/or fields to an extension

1. Select the **Extensions** view from the program's main toolbar.
2. Select desired extension from the list in the **Extensions** section.
3. To add a new column/field to selected extension, click the ***Edit Extension Properties*** icon.
   The **Properties** wizard opens.
4. In the **Name** step, specify the new extension name in the **Name** field and optionally enter its description in the **Description** field.

5. Click the **Next** button.
6. Click the **Next** button in the **Template** step, since the extension type cannot be changed.
7. To define columns and/or fields, select the ***Add*** icon in the Columns/Fields step.
   The **Column/Field Properties** window opens.
8. In the **Name** field, enter the name of the column/field.
9. Form the **Type** drop-down menu, select the type of the new column/field.
10. If you selected the **Lookup** type, the Lookup table field became accessible.
11. In the **Lookup table** field, click the ***Down arrow*** icon and select the lookup table whose values will be available for selection in defined column/field of created extension.
12. If values in the created column or field are required, select the **Required** check box.
13. Click OK to finish defining column/field properties and close the **Column/Field Properties** window.
14. Click **OK** to finish defining a new database extension.
    The newly created extension is displayed in the **Extensions** section of the **Device Properties Extensions** window.

Notes

- *Please note that after defining a field or column, the only element that can be changed later is the field/column name.*
- *In the case of using the lookup table, the field/column type will be the same as the selected lookup table.*
- *The program allows creating new lookup tables. Please see the chapter titled Managing Lookup Tables on page 151 for more information.*
- *Please see the chapter titled Entering Information in Extensions and Assigning it to Network Devices on page 147 for more information on the subject.*

Deleting Extensions

The user can delete extensions at any time. However, the process of deleting an extension causes that custom information included in this extension will also be permanently deleted.

To delete an extension

1. Select the **Extensions** view from the program's main toolbar.
2. Highlight the desired extension from the list.
3. Click the ***Delete*** icon from the main program toolbar.
   The **Confirm** window opens.
4. Select **Yes** to delete the selected extension.

Note

*The **Purchasing Information** cannot be disabled or deleted, since it is the program's default extension.*

Managing Information in Extensions

Managing custom information in extensions includes the following tasks:

- enabling/disabling extensions for accessibility from within the **Device Properties** window of all inventoried devices,
- assigning custom information to the selected network devices for managing from within the **Device Properties** window (adding/removing devices from extensions),
- entering, modifying or deleting custom information in extensions,
- assigning information entered in the particular extension to the selected network device,
- managing values in the lookup tables.

Enabling/Disabling Extensions

In order to manage custom information, the particular extension must be enabled first. Enabled extensions are accessible from within **Device Properties** window of all inventoried network devices. Enabling extensions and all tasks related to managing information in extensions is performed from within the **Extensions** view.

When the particular extension is enabled, the detailed information became available below the **Extensions** section. In such case, information can be entered in the **Extension Details** section and assigned to the selected network device.

Disabled extensions are grayed out They are not visible to any network device. Disabling extensions does not affect the entered information and its assignment to network devices.

To enable/disable extensions

1. Select the **Extensions** view from the program main toolbar.
2. Right-click the selected extension and select the **Enable** option from the context menu. The extension became available for managing from within the **Extensions** view for all the devices assigned to it..
   To disable an extension, right-click it and select the **Disable** item from the context menu.

Notes

- *An extension can be enabled/disabled only from within the **Extensions** views.*
- *Only enabled extensions can be accessible from within the **Device Properties** window of all network devices.*

Entering Information in Extensions and Assigning it to Network Devices

The program allows entering a different information in an empty fields/list of the same extension and assigning it to different network devices. Therefore, one extension may contain various information assigned to different network devices.

To enter information in an extension and assign it to a network device

1. Select the **Extensions** view from program's main toolbar.
2. Select the enabled extension in the **Extensions** section.
3. To assign devices and view the list of devices already assigned to a given extension, select the ***Show Only Devices with Assigned Data*** icon located in the **Devices** section.
4. To assign the desired network device to the extension, click the ***Add Device*** icon in the **Devices** section.
   The **Select Device** window opens.
5. Navigate to the desired device and click **OK**.
   The device will be added to the **Devices** section.
6. Enter custom information in the **Extension Details** section which consist of the **List** and/or **Fields** defined in the extension.
7. Enter values directly in fields presented in the **Extension Details** section.
   If the particular field is the **Lookup** type, click the ***Select Lookup Value*** icon and choose the desired value from the drop-down list.
   Values in the fields marked by ' * ' are required.
8. To edit the lookup values click the ***Manage Lookup Values*** icon.
   The **Edit Lookup Values** window opens
9. To add a new value click ***Add*** icon.
   The **Lookup value** window opens, where you can provide a new value.
   To delete an already existing value, select the value and click the ***Delete*** icon.
   To edit a value, select desired value and click ***Edit*** icon.
10. Select **OK** to confirm operation and close the **Edit Lookup Values** window.
11. After providing the desired information in the fields, press one of the following buttons, available on the confirmation bar at the bottom of the view: the **Submit** button to accept the entered information, **Discard** to reject the changes made in the already entered information or **Clear Form** to remove all the information from the extension fields.
    In the case of not pressing any of the abovementioned buttons and trying to perform any other action, the **Warning** window appears where you can submit or discard the changes.
12. To enter information in the **List**, select the ***Add Record*** icon.
    The **Add Record** window opens.

13. Provide values in fields. If the particular field is the **Lookup** type, click the ***Select Lookup Value*** icon and choose the desired value from the drop-down list.

14. To edit the lookup values click the ***Manage Lookup Values*** icon.
The **Edit Lookup Values** window opens.

15. To add a new value click ***Add*** icon.
The **Lookup value** window opens, where you can provide a new value.
To delete an already existing value, select the value and click the ***Delete*** icon.
To edit a value, select desired value and click ***Edit*** icon.
Values in the fields marked by ' * ' are required.

16. Select **OK** to confirm operation and close the **Edit Lookup Values** window.

17. Select **OK** in the **Add Record** window to create a new record within the **List** template.

18. The provided information will be added to the device's records. However, a small, red star will be attached to the new record, if the user do not press one of the following buttons, available on the confirmation bar at the bottom of the view: **Submit** to accept the entered information or **Discard** to reject the changes made in the already entered information.
In the case of not pressing any of the abovementioned buttons and trying to perform any other action, the **Warning** window appears where you can submit or discard the changes.

Once, information is assigned to the selected network device, it can be managed in the **Device Properties** window of this device as well. The procedures are exactly the same as those described above. Please see the chapter titled Managing Device Properties on page 65 for more information.

Notes

- *Extensions can contain the List and/or Fields. Therefore, the **Extension Details** section consists of List and/or Fields according to selected extension type. Please see the chapter titled Creating Extensions on page 141 for more information.*
- *Please note that information entered in the **Extension Details** section of the particular extension can be assigned to one device only. However, the user can change the previously entered information at any time.*
- *The program allows creating new lookup tables. Please see the chapter titled Managing Lookup Tables on page 151 for more information.*
- *The **Clear Form** option is available only for the **Fields** and **Fields + List** report types.*
- *The confirmation bar is available for the **Fields** and **Fields + List** report types all the time. For the **List** type, it appears only when new data is provided and disappears after submitting or discarding the entered information.*

Changing Information in Extensions Assigned to Network Devices

The user can change information previously entered in an extension and assigned to the selected network device at any time.

To change information assigned to network device

1. Select the **Extensions** view from program's main toolbar.
2. Select the enabled extension in the **Extensions** section.
3. To view the list of devices already assigned to a given extension, select the ***Show Only Devices with Assigned Data*** icon located in the **Devices** section.
4. In the **Devices** section highlight the desired device.
5. Enter values directly in fields presented in the **Extension Details** section.
   If the particular field is the **Lookup** type, click the ***Select Lookup Value*** icon and choose the desired value from the drop-down list.
   Values in the fields marked by ' * ' are required.
6. After providing the desired information in the fields, press one of the following buttons, available on the confirmation bar at the bottom of the view: the **Submit** button to accept the entered information, **Discard** to reject the changes made in the already entered information or **Clear Form** to remove all the information from the extension fields.
   In the case of not pressing any of the abovementioned buttons and trying to perform any other action, the **Warning** window appears where you can submit or discard the changes.
7. To change information in the **List**, highlight the desired record on the list and select the ***Edit Record*** icon.
   The **Edit Record** window opens.
8. Provide the desired values in fields. If the particular field is the **Lookup type**, click the ***Select Lookup Value*** icon and choose the desired value from the drop-down list.
   Values in the fields marked by ' * ' are required.
9. Select **OK** in the **Edit Record** window to confirm changes.
10. The provided information will be added to the device's records. However, a small, red star will be attached to the new record, if the user do not press one of the following buttons, available on the confirmation bar at the bottom of the view: **Submit** to accept the entered information or **Discard** to reject the changes made in the already entered information.
    In the case of not pressing any of the abovementioned buttons and trying to perform any other action, the **Warning** window appears where you can submit or discard the changes.
11. To delete record, highlight the desired record from the list and select the ***Delete Record*** icon.
    To delete all records in an extension, click the ***Delete All*** icon.

Information assigned to the selected network device, can be managed in the Device Properties window of this device as well. The procedures are exactly the same as those described above. Please see the chapter titled Managing Device Properties on page 65 for more information.

Note

The program allows creating new lookup tables. Please see the chapter titled Managing Lookup Tables on page 151 for more information.

Deleting Information assigned to Devices

The user can delete any table record at any time. However, the process of deleting table records and contents of fields is an irreversible process and causes custom information included in records to be permanently deleted.

To delete information assigned to the network device

1. Select the **Extensions** view from program's main toolbar.
2. Select the enabled extension in the **Extensions** section.
3. To view the list of devices already assigned to a given extension, select the ***Show Only Devices with Assigned Data*** icon located in the **Devices** section.
4. Select the desired device in the **Devices** section.
   Information assigned to the selected device is presented in the **Extension Details** section.
5. To delete record, highlight the desired record from the list and select the ***Delete Record*** icon.
6. To delete information in fields, clear the desired filed contents and select the **Submit** button.
   To delete all information assigned to the particular device, click the **Clear Form** button.
   The ***Confirm*** window opens.
7. Select **OK** to confirm operation.

Removing devices from extensions

The fields and/or list of records form presented in the Extension Details section of the particular extension may contain a different information and can be assigned to different devices listed in the **Devices** section. The user can remove device with assigned information from the particular extension. Notice that this process is irreversible. Information assigned to removed device will be permanently deleted.

To remove device with assigned information from extension

1. Select the **Extensions** view from the program's main toolbar.
2. Select the enabled extension in the **Extensions** section.
3. To view the list of devices already assigned to a given extension, select the ***Show Only Devices with Assigned Data*** icon located in the **Devices** section.
4. Select the desired device in the **Devices** section.
   Information assigned to the selected device is presented in the **Extension Details** section.

5. To remove device with assigned information, click the ***Remove*** icon in the **Devices** section. Alternatively, right-click the desired device and from the context menu select the **Remove** item.

Notes

- *Notice that removing device with assigned information from the particular extension does not removing device from the inventorying process.*
- *The information entered on the **Extension Details** section of the particular extension can be assigned to one device only.*

Managing Lookup Tables

The lookup functionality is implemented in the program by using the predefined and custom created lookup tables. Each lookup table consists of a column with desired values.

Managing lookup table values includes the following tasks:

- adding values representing custom information,
- changing previously entered values,
- deleting values from the list.

While the column or field is defined in the particular extension, the user can select the predefined or previously created lookup table from the list available by clicking the ***Drop Down*** icon or create a new lookup table by selecting the ***Create*** icon located on the right to the **Lookup Table** field of the **Column/Filed Properties** window. Please see the chapter titled Creating Extensions on page 141 for more information on the predefined lookup tables. Each lookup table contains a list of custom values. It is important to notice that the predefined and custom created lookup tables cannot be deleted. However, the user can manage values within the column of each lookup table.

Managing the list of values within lookup tables is performed while entering or changing information in an extension. Please see chapters titled Entering Information in Extensions and Assigning it to Network Devices on page 147 and Changing Information in Extensions Assigned to Network Devices on page 148 for more information.

To create a new lookup table in the Column/Field Properties window

1. In the **Columns/Fields** step of the **Add Extension** wizard, select the ***Add*** icon.
   The **Column/Field Properties** window opens.
2. In the **Name** field, provide the name for the new column/field.
3. To assign a lookup table to the defined column or field, selected the **Lookup type** in the **Type** field. The **Lookup Table** field becomes active.
4. To edit the selected lookup table and automatically assign it the defined column or filed, select the ***Edit*** icon located in the **Lookup Table** field.
   The **Edit Lookup Values** window opens.

5. To add any value to the newly created lookup table, select the ***Add*** icon.
   The **Lookup Value** window opens.
6. Enter the desired custom information and click the **OK** button to confirm.
7. To change previously entered custom information, highlight it from the list and select the ***Edit Value*** icon.
   The **Lookup Value** window opens.
8. Enter the desired custom information and click the **OK** button to confirm.
9. To delete previously entered custom information, highlight it from the list and select the ***Delete Value*** icon.
10. Click **OK** to finish managing values and close the **Edit Lookup Values** window.
11. If values in the created column or field are required, select the **Required** check box.
12. Click **OK** to finish creating a new column/field in the extension.

Notes

- *Notice that the predefined and custom created lookup tables cannot be deleted. However, the user can manage values within each lookup table.*
- *The lookup table is assigned only once, when a new column or field is defined.*

Extensions reports

The **Extensions** view, apart from allowing the user to enter and store valuable information concerning the maintenance and general life cycle of a device, it also provides the reporting capability. It involves presenting the entered by the user data in a clear and informative table format. The reports are created automatically, based on the available extensions. However, the user can define own, custom reports, which will be available in the **Custom Reports** or **Summaries** sections of the **Reports** tree, depending on the options selected while creating the report. The automatically created reports are available in the **Extensions** section of the **Reports** tree.

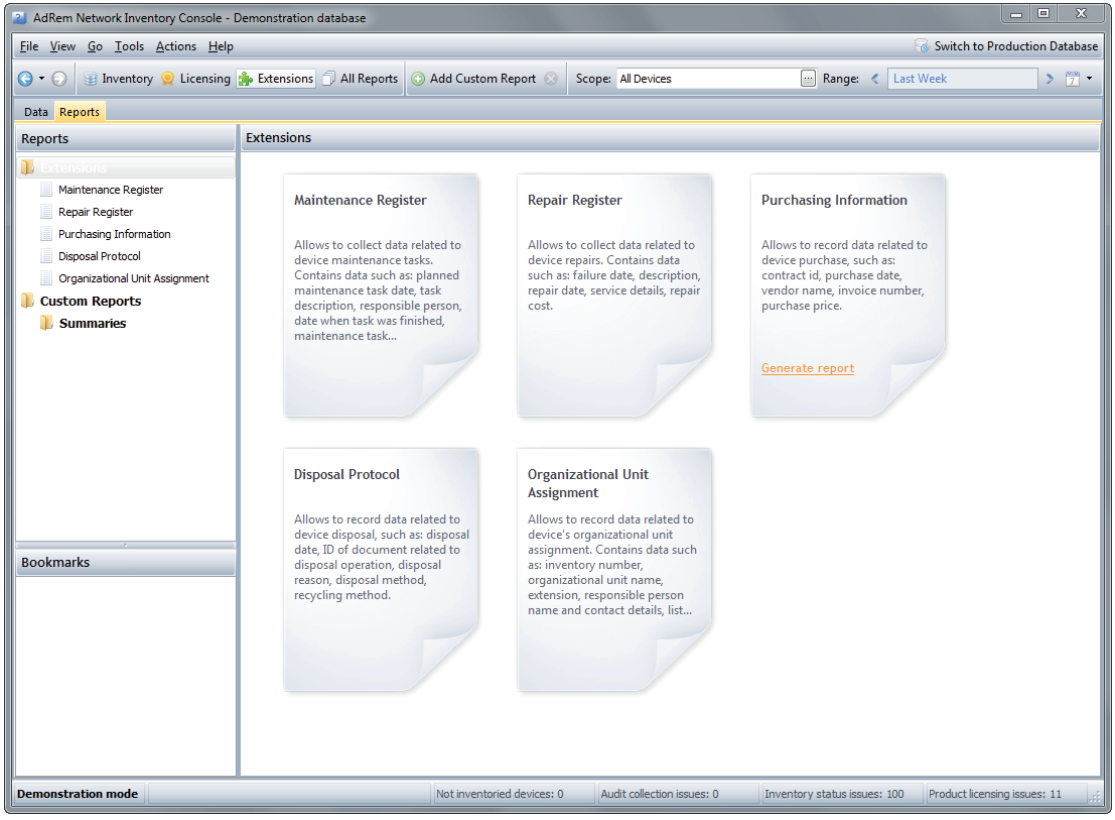

AdRem Network Inventory Console - Demonstration database
File View Go Tools Actions Help
Switch to Production Database
Inventory Licensing Extensions All Reports Add Custom Report
Scope: All Devices
Range: Last Week
Data Reports
Reports
Extensions
Maintenance Register
Repair Register
Purchasing Information
Disposal Protocol
Organizational Unit Assignment
Custom Reports
Summaries
Bookmarks
Extensions
Maintenance Register
Allows to collect data related to device maintenance tasks. Contains data such as: planned maintenance task date, task description, responsible person, date when task was finished, maintenance task...
Repair Register
Allows to collect data related to device repairs. Contains data such as: failure date, description, repair date, service details, repair cost.
Purchasing Information
Allows to record data related to device purchase, such as: contract id, purchase date, vendor name, invoice number, purchase price.
Generate report
Disposal Protocol
Allows to record data related to device disposal, such as: disposal date, ID of document related to disposal operation, disposal reason, disposal method, recycling method.
Organizational Unit Assignment
Allows to record data related to device's organizational unit assignment. Contains data such as: inventory number, organizational unit name, extension, responsible person name and contact details, list...
Demonstration mode
Not inventoried devices: 0
Audit collection issues: 0
Inventory status issues: 100
Product licensing issues: 11

Figure 30 - Extensions reports

Creating reports

By reporting capability, the **Extensions** view, gives the user the ability to present the information related to the extensions available in the program and created by the user. To facilitate the reporting capability, **AdRem Network Inventory**, comes with a predefined and configurable set of report templates

Two types of reports located in the following folders:

- **Extensions** - reports created automatically, based on the existing extensions. They cannot be removed nor new added.
- **Summaries** - reports defined by the user.

To assist the user in creating a custom report, the **Add New Report** wizard invokes.

To add a custom reports to extensions

1. Select the **Extensions** view from the program's main toolbar.
2. Click on the **Reports** tab below.
3. Select the ***Add Custom Report*** icon form the program's mian toolbar.
   The **Add New Report** wizaed opens.
4. The **Report Type** step allows the user to choose between the following types of reports:

- **Filtered** - the user can select which fields from a given extension are to be included in the generated report. The user can also change the order of displaying the selected fields in a report as well as define the sequence of sorting the result data. The data in this type of report is gathered/counted for a separate device.
- **Aggregated** - the user can perform the same operations as with the filtered report type, however, must also select the fields for which the aggregated values are to be counted. The data in this type of report is gathered/counted for a separate device. The aggregated values can be counted for:
  - **single table** - report is generated for a single extension,
  - **multiple tables** - report is generated based on several extensions.
- **Summary Report** - enables the user to generate the collective report. By default the data in the extension reports is groupped according to the devices the data is attached to. By selecting this option, the result data will not be gathered/counted for each device separately but collectively for all devices, included in the scope defined for the report.

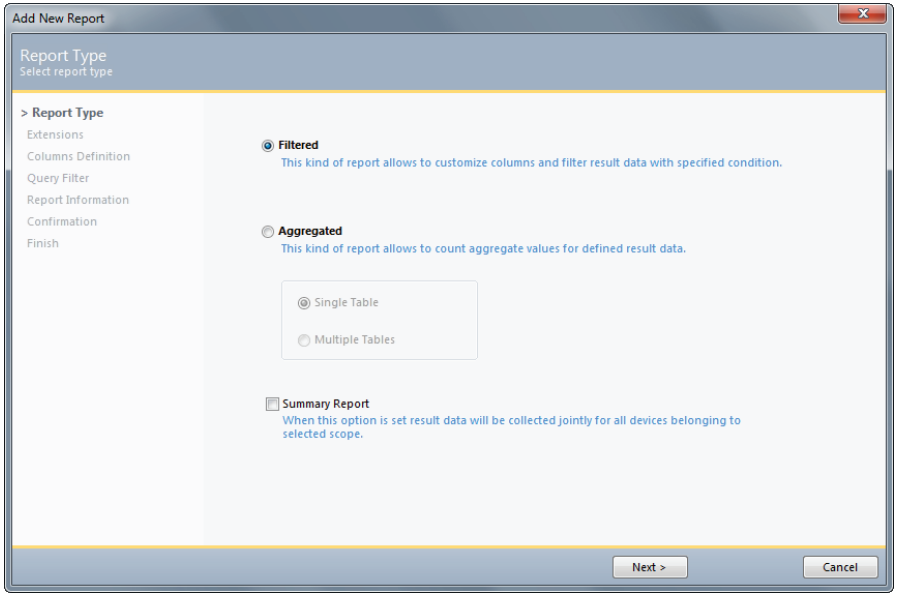


Figure 31 - Report Type

5. In the **Extensions** step, the user selects the extension(s) for which the report(s) is to be generated.

Note

*For the **Filtered** or **Aggregated** - **Single Table** report type, the user can select only one extension in the Extensions step. However, for the **Multiple Tables**, the user can select several extensions.*

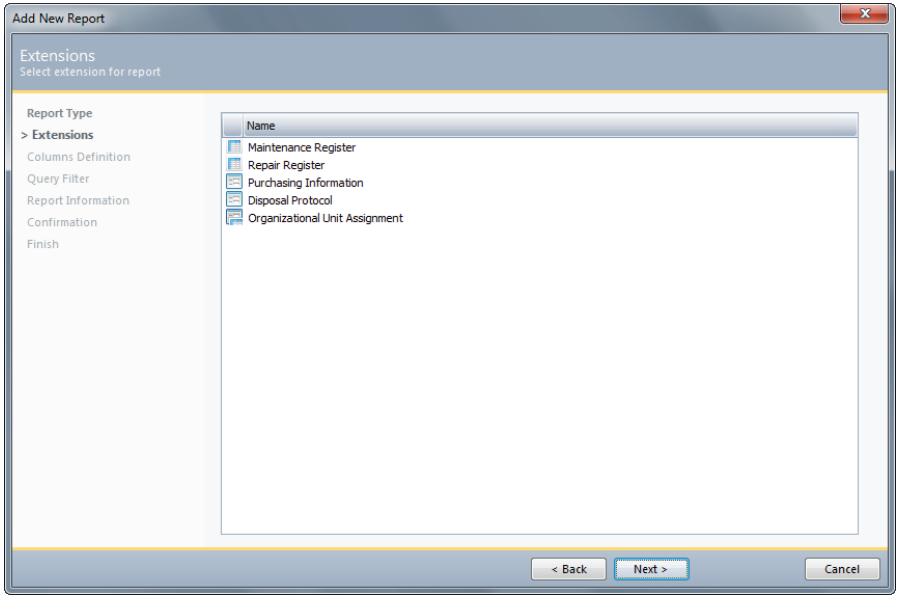


Figure 32 - Extensions - Filtered/Single Table

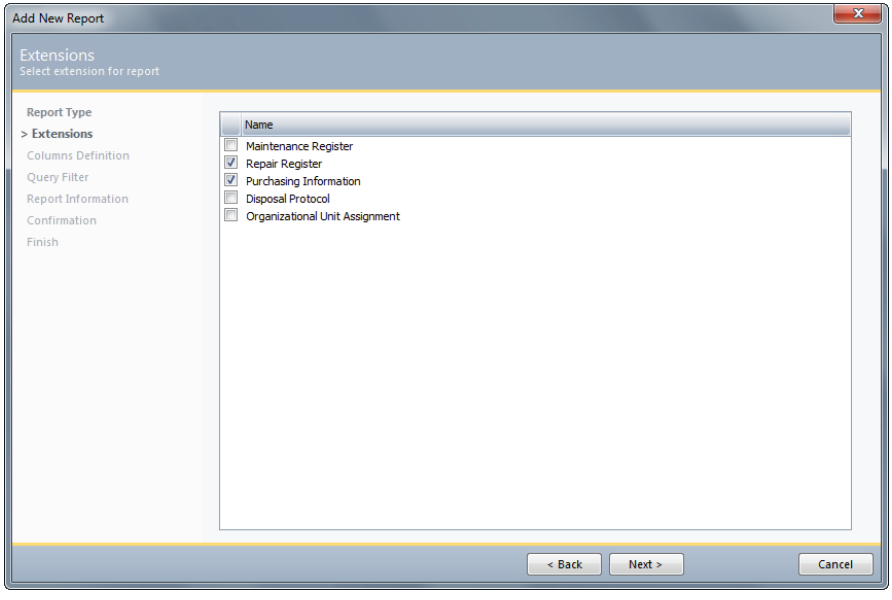


Figure 33 - Extensions - Multiple Tables

6. In the **Columns Definition** step, the user can specify which extension fields are to be included in the report and in what order thay are to appear.

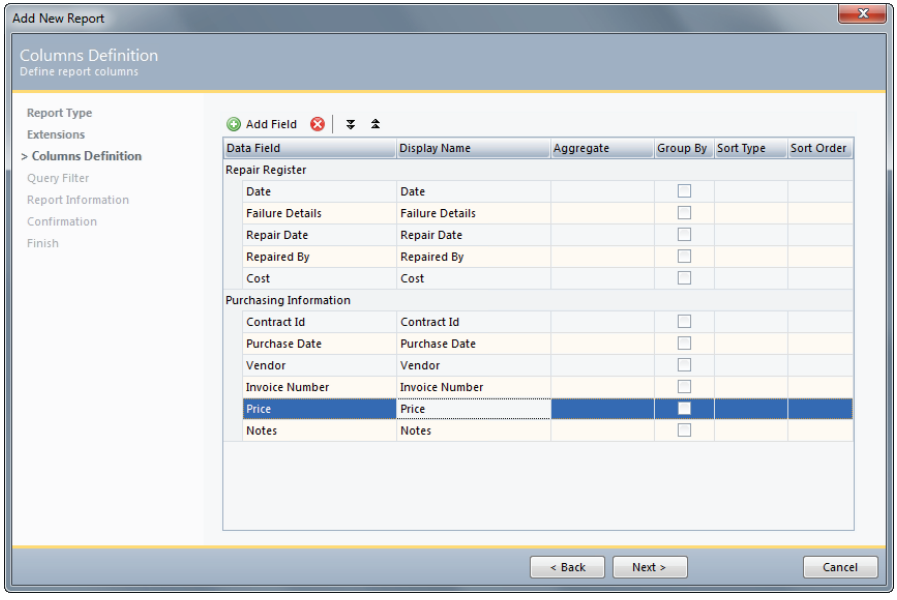


Figure 34 - Columns Definition

7. The following columns are available in the **Columns Definition** step of the **Add New Report** wizard:

Column Name	*Description*
Data Field	Displays the name of the fields available in the selected extension. The fields will be included in the report. as columns This column is not editable by the user.
Display Name	The user can provide the name of the column, which will be displayed in the report. By default, the column is named after the particular field from the extension.
Aggregate	In this column the user chooses the aggregate function which summarizes the large volumes of data and displays it in the report. Depending on the type of field, the following functions are available: **Count** - the number of elements in a group. **Sum** - the sum of values in a group. **Average** - the average value of a group. **Maximum** - presents the maximum value of a group. **Minimum** - presents the minimum value of a group. **<none>** - removes the choice of an aggregate function.

Column Name	*Description*
Group By	This column enables the user to select a given field as a criteria according to which, the result data will be grouped in the report. This column is available only for the aggregated reports.
Sort Type	Allows selecting how the result data should be sorted in the report. The following options are available: **Ascending** **Descending** **Unsorted**
Sort Order	Allows selecting the order of sorting the result data in the report.

The following table presents the aggregate functions available in the particular types of fields.

Field Type	*Count*	*Sum*	*Average*	*Maximum*	*Minimum*
Integer number	✓	✓	✓	✓	✓
Money	✓	✓	✓	✓	✓
Date	✓			✓	✓
Short text	✓			✓**	✓**
Long text	✓			✓**	✓**
Real number	✓	✓	✓	✓	✓
True/False	✓				
Attachment*	✓			✓**	✓**
Lookup*	✓			✓**	✓**

* - the **Attachment** and **Lookup** fields are represented as text fields.

** - for the text fields, the **Maximum** and **Minimum** functions give the highest and lowest results respectively, according to the alphabetical order.

Between **Aggregate** and **Group By** columns, exist the following dependencies:

- the grouping column (selected in the **Group By** field) cannot be the column for which the value is calculated from the aggregated function and vice versa,
- for the aggregate report, there must be at least one column, whose value is calculated from the aggregated function,
- for the aggregate report, there must be no column whose value is not calculated from the aggregate function nor column which is not marked as a grouping one,
- report definition do not have to conatin the a grouping column. In such a case, the values of all columns must be calculated from the aggregate function.

8. To add a desired extension field to the report, click the ***Add Field*** icon.

For the **Filtered** report type, only the previously deleted fields can be added.
The **Select Field** window opens.
To delete desired extension field from the report, select the field and click the ***Delete*** icon.
To move the selected field up or down in the list, click ***Up*** or ***Down*** icon respectively.
Click **Next**.

9. The **Query Filter** step allows the user to create filter, restricting the result data to those which fulfill the defined conditions.

   The filter consists of the conditions which include the following elements:

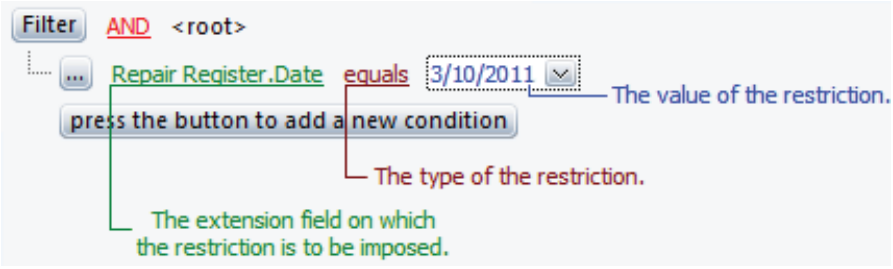


Figure 35 - Filter Condition

To add a new condition click the ***Press the button to add a new condition*** button or click the ***Select*** or ***Filter*** icon. However, by using the ***Filter*** icon, the new condition will be added to the **<root>** branch.
To add a new group, press the ***Select*** or ***Filter*** icon and choose the **Add Group** item.
To change any of the elements of a condition, click on the desired element and from the drop down menu select desired position.
To remove a condition, press the ***Select*** icon next the condition that is to be removed.
To remove all conditions, press the ***Filter*** icon and select the **Clear All** item.

Note

*By using the **Filter** icon, the new condition or group will be added to the **<root>** branch.*

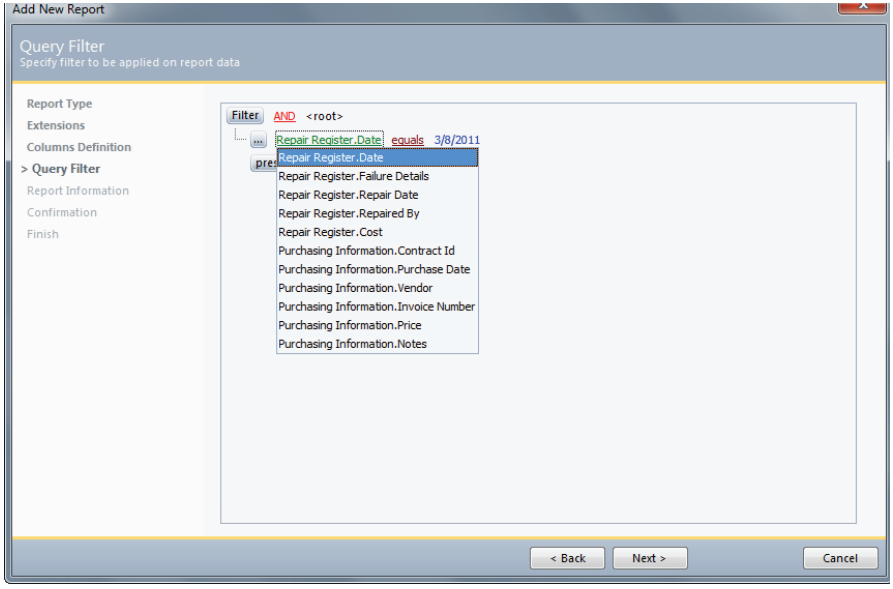


Figure 36 - Query Filter.

10. In the **Report Information** step, the user can provide the name for the newly created reports, as well as write a short description of the report.
By default, the report name and description are automatically generated by the program, based on the data and definitions available in the report.

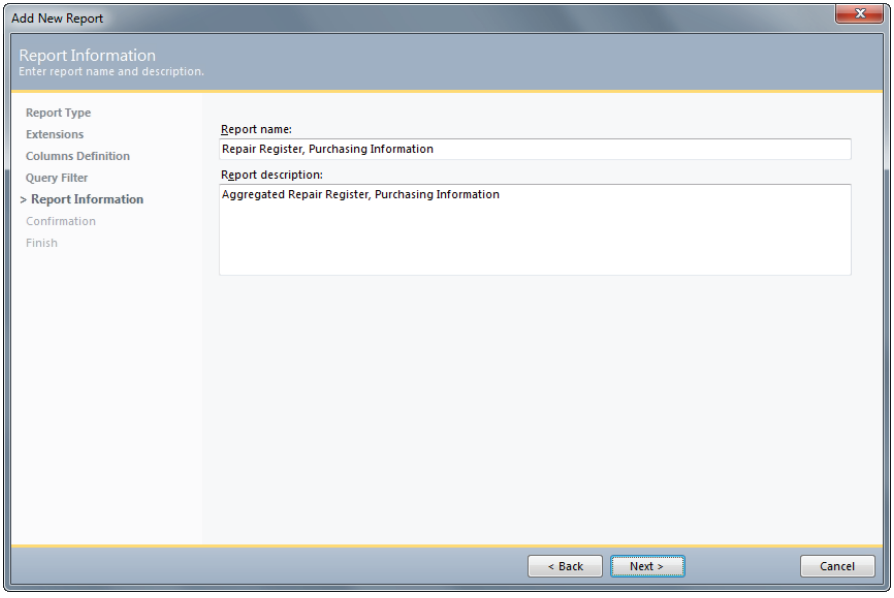


Figure 37 - Report Information

11. The **Confirmation** is the last step of the **Add New Report** wizard. After pressing the **OK** button, the defined report will be added to the **Custom Reports** section of the **Reports** tree, or to the **Summaries** section, if the **Summary Report** option was chosen in the **Report Type** step of the wizard.

Generating Reports in Extension View

Reports can be generated based on performed audits.

To generate a report

1. Select the **Extensions** view from the program's main toolbar.
2. Click on the **Reports** tab.
3. In the **Scope** field please specify the report scope for which you want to generate results by using the ***Select*** icon.
4. Click in the **Range** field and select the report date. You may also select the report period by using the ***Change Report Period*** icon and ***Previous*** or ***Next*** arrows.
5. Select the desired report from the **Reports** section on the left and select the **Generate Report** item located in the report details section.
6. To navigate through the generated report use the **Bookmarks** window or the navigation arrows on the **Report Viewer** toolbar.

Alternatively, use the ***Previous Page*** or ***Next Page*** icon located in the program toolbar.

7. To zoom in on the report content, click the ***Zoom In*** icon located in the program toolbar. To zoom out of the report content, click the ***Zoom Out*** icon located in the program toolbar.
   If you want to fit content of the generated report in the viewable area, click the ***Zoom to Fit Page*** or ***Zoom to Fit Width*** icons, instead.

8. To find a phrase in the presented report, enter the desired phrase in the **Find** filed and press **Enter**. To find the phrase in the previous or next page of the presented report, use the ***Find Previous*** or ***Find Next*** icon respectively.

9. Click the ***Save Report*** icon to save the generated report.

10. Click the ***Print Report*** icon to print the generated report.

11. Click ***Close Report*** to exit report presentation.

Notes

- *Please note that the demo reports contain examples of data and are used for the demonstration purpose only. Reports are generated based on the inventory data collected by the program and stored in the database server. Therefore, reports can be generated only for devices where the client agent was installed and at least the initial audit performed.*
- *If the selected report cannot be generated (contains no data), the appropriate information is displayed in the report details section. Please see the chapter titled* *Reasons Why Report is Empty on page 137* *to learn about possible reasons why a generated report has no data.*
- *Notice that generated reports can be viewed and saved in the pdf format.*

Example Scenario

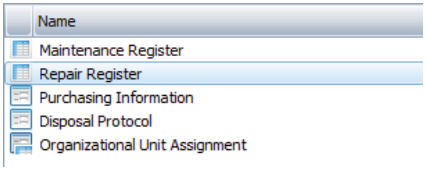
The following is an example scenario of creating a report presenting the information on what was the total cost of the machines repaired in the last three months.

1. Select the **Extensions** view from the program's main toolbar.
2. Click on the **Reports** tab.

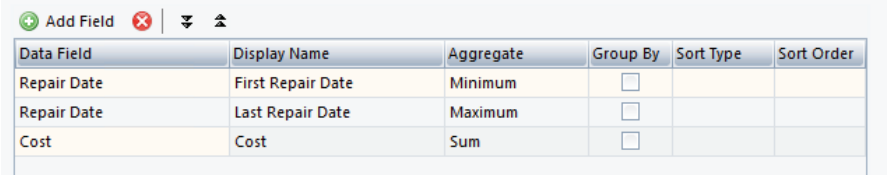
3. Select the ***Add Custom Report*** icon form the program's main toolbar.
   The **Add New Report** wizard opens.
4. Select the **Aggregated** report type. Make sure the **Single Table** and **Summary Report** options are selected and click **Next**.

Aggregated
This kind of report allows to count aggregate values for defined result data.
Single Table
Multiple Tables
Summary Report
When this option is set result data will be collected jointly for all devices belonging to selected scope.

5. Select the **Repair Register** extension.

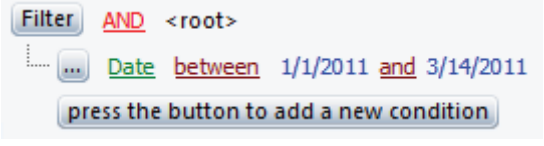


6. In the **Columns Definition** step, select the **Cost** data field and in the **Aggregate** column set the **Sum** function.
   By using the ***Delete*** icon, delete **Date**, **Failure Details** and **Repaired By** data fields.
   Add one more **Repair Date** data field by pressing the ***Add Field*** icon.
   Move up the added field by selecting it and pressing the ***Up*** icon.
   In the **Aggregate** column of the first **Repair Date** data field select the **Minimum** function, whereas in the **Aggregate** column of the second **Repair Date** data field select the **Maximum** function.
   In the **Display Name** column, change the name of the **Repair Date** with **Minimum** aggregate function to **First Repair Date** and the name of the **Repair Date** with **Maximum** aggregate function to **Last Repair Date** and select **Next**.



Data Field	Display Name	Aggregate	Group By	Sort Type	Sort Order
Repair Date	First Repair Date	Minimum	☐		
Repair Date	Last Repair Date	Maximum	☐		
Cost	Cost	Sum	☐		

7. In the **Query Filter**, set the following filtering condition Date between <desired date> and <desired date>. See example below. Select **Next** when ready.



8. Provide the name and short description of the report in the **Report Information** step.
9. Press **Next** and **OK** to finish.

10. The new report configuration is available in the **Summaries** section of the **Reports** tree. If the created report configuration is not available in the **Reports** tree, press F5 to refresh the tree.
11. Select prepared report in the **Reports** tree and use the **Generate Report** option in the report details section on the right.

Specifying default Options for Network Inventory Console

The **Options** window allows selecting options related to the **Network Inventory Console**. It is accessed by selecting **Tools ► Console Options** from the main menu.

The **Options** window contains the following pages:

- **Database Connection** – allows selecting options related to connection of the Network Inventory Console to the Database Server.
- **Inventory Server** – contains options related to the Network Inventory Server connection.
- **UI Preferences** – the default behavior of the Network Inventory Console at startup and options related to the tray icon (user interface preferences).

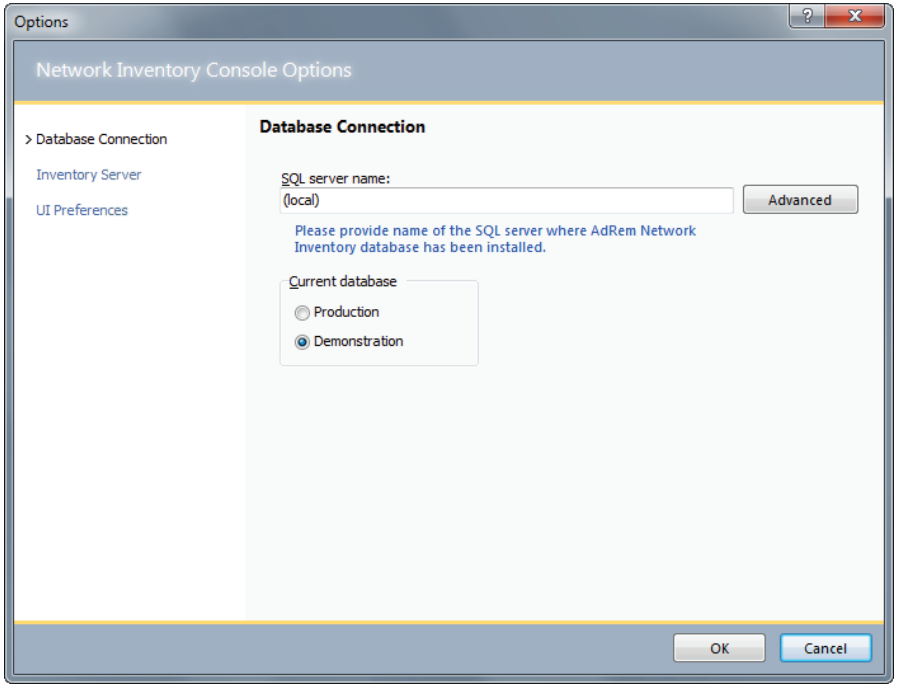
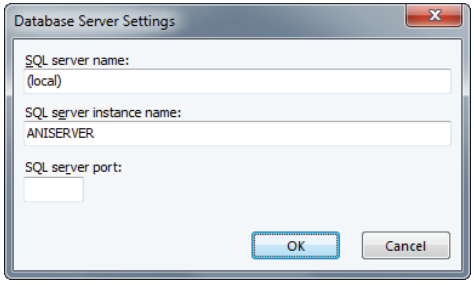


Figure 38 - Options

Changing Database Connection

The **Database Connection** page allows defining the default options of the **Network Inventory Console** connection to the database and select the **Production** or **Demonstration database**.

The Production database is dedicated to perform real-time inventory monitoring. The Demonstration database contains prepared list of devices with inventory information for learning purposes. It is created for simulation of the inventory monitoring process. No any actions related to the inventorying is performed in the Demonstration database. Therefore, it does not require selecting devices, auditing methods or entering credentials.



Information necessary for connection the Database Server is entered in the **Database Server Settings**.

To change the database connection and authentication parameters

1. Open the **Options** window by selecting **Tools ► Console Options** from the main program menu.
2. Select the **Database Connection** page from the left side of the window.
3. In the **SQL Server Name** field, enter the IP address or DNS name of the machine where the SQL database is installed.
4. Select the **Advanced** button to provide the database server settings.
   The **Database Server Settings** window opens.
5. In the **SQL Server Instance Name** field, enter the instance name.
   The default instance name is ANISERVER.
6. In the **SQL Server Port** field, enter the TCP Port number for incoming connections to the SQL database (previously selected on the machine with installed SQL database).
7. Select the **OK** button to confirm the operation and close the **Database Server Settings** window.
8. Select the desired database in the **Current Database** section.
9. Select the **OK** button to confirm the operation.
   The program automatically starts connection to the selected database with using newly entered options.

Notes

- *In step 6, if the Options window is opened for the Network Inventory Console used on the machine with installed SQL database, the SQL server port is not required. Otherwise, the appropriate TCP port number for incoming connections to the SQL database must be provided. Specifically, it is important when the Network Inventory Console is installed on a remote machine. Please refer to the chapter* *Installing and Starting Network Inventory Console on Remote Machines on page 21* *for more information.*
- *Notice that opening Demonstration database in the Network Inventory Console does not stop inventorying network devices. All scheduled audits will be performed according to the audit schedule*

and inventory data collected. Please see the chapter titled Managing Audits Schedule on page 81 for more information.

- *Please note that the same parameters entered in the SQL Server field are used to connect to the Demonstration and Production databases.*
- *The database server connections are specified for the first time during the program installation process. Please refer to the chapter titled Installation on page 17 for more information on the subject.*

Changing Network Inventory Server Options

The **Inventory Server** page allows defining the options related to:

- connection to Network Inventory Server,
- period of time when inventory information is kept on the server,
- time interval when the program deleting cashed reports automatically generated by the program and stored on the server.

To change the Network Inventory Server options

1. Open the **Options** window by selecting **Tools ► Console Options** from the main program menu.
2. Select the **Inventory Server** page from the left side of the window.
3. In the **Server IP Address or DNS Name** field, enter the appropriate information of machine where the **Network Inventory Server** is installed.
4. In the **Port** field, enter the appropriate port number used for connection to the **Network Inventory Server**.
5. Select the **Advanced** button.
   The **Network Inventory Server Options** window opens.
6. To set the time period of keeping the inventory information on the server, select the **Clear inventory data older than** option and specify the desired number of days in the filed below.
7. To specify the time period of caching generated reports on the server, select the **Delete cached reports older then** option and specify the number of days in the filed below.
8. Select the **OK** button to close the **Network Inventory Server** window.
9. Select OK to confirm the operation and close the Options window.

Notes

- *Parameters required in the **Inventory Server** page are specified by the user during the program installation process. Please refer to the chapter Installation on page 17 for more information on the*

subject. The default port number used for connection to the Network Inventory Server is 10500.

- *Lost connection to the **Network Inventory Server** is indicated by the **Connection Lost** icon on the main window status bar. By clicking this icon, the Options window with the Inventory Server page is opened.*
- *Please see the chapter titled Report Scheduling on page 134 for more information about generating reports automatically by the program.*

Changing User Interface Preferences

The UI **Preferences** page gives access to the default settings related to the **Network Inventory Console** window. The program can be started automatically when Windows starts. Furthermore, the user can select the program try icon behavior.

To change preferences of the Network Inventory Console window

1. Open the **Options** window by selecting **Tools ► Console Options** from the main program menu.
2. Select the **UI Preferences** page from the left side of the window.
3. To start console when Windows starts, select the **Start Network Inventory Console with Windows** check box.
4. Select the desired options in the **Tray Icon** section related to the program tray icon behavior.
5. Select the **OK** button to confirm the operation.

How to Track Changes in Inventory Information

In this chapter a short example is presented of how to track changes in the status of inventoried products and their licenses. The **Demonstration** database, included in the program package, is used for the purpose of inventory monitoring process simulation. Therefore, it will be used for demonstration purpose in this chapter. Notice that the **Production** database is used for real - time inventory monitoring process.

Scenario 1 - Track Changes of Inventory Data

The program collects comprehensive hardware and software data from network devices, for the user to manage changes in products, licenses and to generate reports. The **Product Licensing** and **Licenses** views are used to manage products and licenses. The **Reports** view allows generating reports.

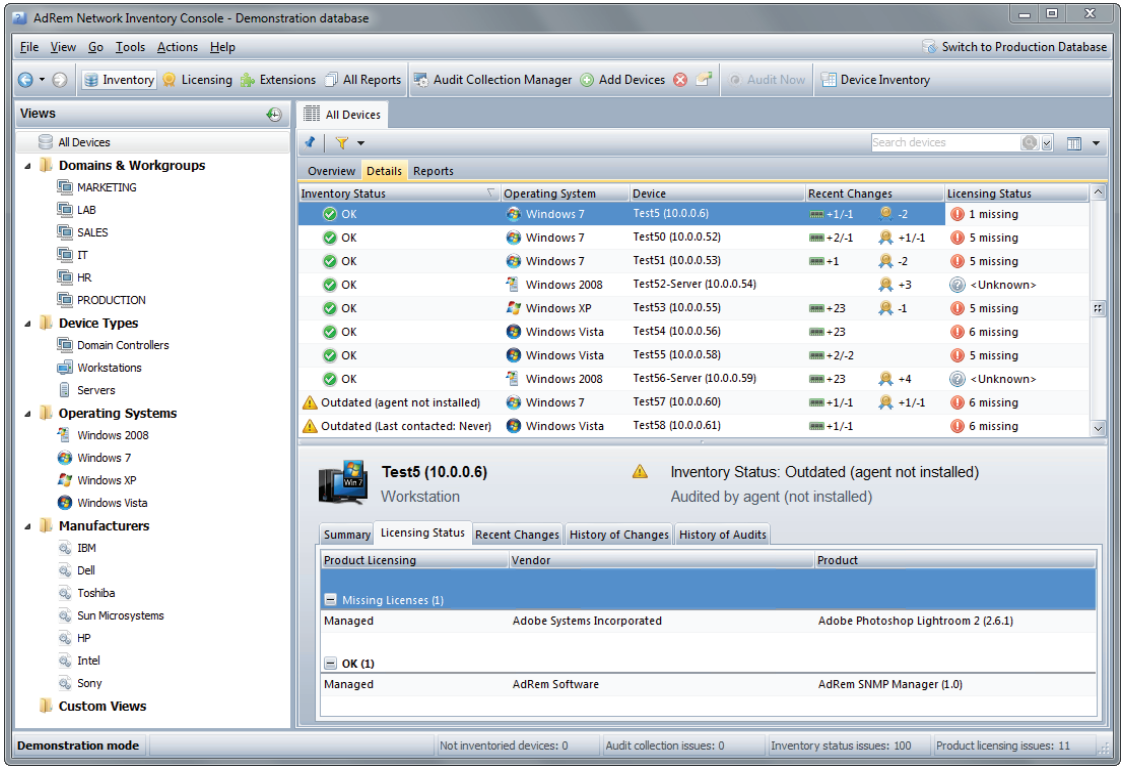

AdRem Network Inventory Console - Demonstration database
File View Go Tools Actions Help
Switch to Production Database
Inventory Licensing Extensions All Reports Audit Collection Manager Add Devices Audit Now Device Inventory
Views
All Devices
Domains & Workgroups
MARKETING
LAB
SALES
IT
HR
PRODUCTION
Device Types
Domain Controllers
Workstations
Servers
Operating Systems
Windows 2008
Windows 7
Windows XP
Windows Vista
Manufacturers
IBM
Dell
Toshiba
Sun Microsystems
HP
Intel
Sony
Custom Views
All Devices
Search devices
Overview Details Reports
Inventory Status | Operating System | Device | Recent Changes | Licensing Status
OK | Windows 7 | Test5 (10.0.0.6) | +1/-1 | -2 | 1 missing
OK | Windows 7 | Test50 (10.0.0.52) | +2/-1 | +1/-1 | 5 missing
OK | Windows 7 | Test51 (10.0.0.53) | +1 | -2 | 5 missing
OK | Windows 2008 | Test52-Server (10.0.0.54) | +3 | <Unknown>
OK | Windows XP | Test53 (10.0.0.55) | +23 | -1 | 5 missing
OK | Windows Vista | Test54 (10.0.0.56) | +23 | 6 missing
OK | Windows Vista | Test55 (10.0.0.58) | +2/-2 | 5 missing
OK | Windows 2008 | Test56-Server (10.0.0.59) | +23 | +4 | <Unknown>
Outdated (agent not installed) | Windows 7 | Test57 (10.0.0.60) | +1/-1 | +1/-1 | 6 missing
Outdated (Last contacted: Never) | Windows Vista | Test58 (10.0.0.61) | +1/-1 | 6 missing
Test5 (10.0.0.6)
Workstation
Inventory Status: Outdated (agent not installed)
Audited by agent (not installed)
Summary Licensing Status Recent Changes History of Changes History of Audits
Product Licensing | Vendor | Product
Missing Licenses (1)
Managed | Adobe Systems Incorporated | Adobe Photoshop Lightroom 2 (2.6.1)
OK (1)
Managed | AdRem Software | AdRem SNMP Manager (1.0)
Demonstration mode
Not inventoried devices: 0
Audit collection issues: 0
Inventory status issues: 100
Product licensing issues: 11

Figure 39 - Inventory view

The program discovers products based on performed audits. Please see the chapter title Managing Audit Profiles on page 69 for more information about defining audit profiles and using them in the program. However, the user can also add products to the Products list. In

order to manage licenses, the user must assign them to inventoried products. In the **Assigned Licenses** tab of the **Product Licensing** view, the list of licenses assigned to the selected product is presented. The program automatically verifies, based on collected inventory information, whether the licenses assigned by the user to inventoried products are violated.

The **Recent Changes** and **Licensing Status** columns allow the user to monitor the usage of licenses assigned to products. The results presented in these columns are based on the last performed audit. The number of product copies installed on inventoried devices is indicated in the **Installed Copies** column. Please see the chapter titled Licensing View on page 40 for detailed description of these columns.

Inventory information of network devices can be compared in two main methodologies:

- for a single device - the program allows comparing inventory information collected based on a different audits on a single device selected from the list,
- for two devices - the user can highlight two devices, right-click on them and select the desired option from the context menu to compare inventory information collected by the program.

In both abovementioned methods the ***Time Machine Mode***, available in the Inventory view, can be used (Inventory view on page 169). Please see chapters titled Comparing Inventory Information of a Single Device on page 106 and Comparing Inventory Information of Devices on page 107 for detailed information on the subject.

Note

Notice that the Inventory view also presents the most important information related to products and licenses statuses. However, in order to obtain the current status of products and licenses, the user must assign licenses to products.

Scenario 2 - Track Changes of Inventoried Products

The **Products** section located in the **Product Licensing** tab presents the list of all inventoried products (Product Licensing tab on page 171).

Products installed on inventoried network devices, for which no licenses are assigned yet, have the **Unknown** status and **Unidentified** status is indicated in the **Product Licensing** column (for example, the Microsoft Windows Vista Enterprise product presented in the Product Licensing tab on page 171). The number of product copies installed on network devices is presented in the **Installed Copies** column and the **0** is presented in the **License Units** since no licenses are assigned to this product. The negative value presented in the **License Balance** column indicates the number of missing licenses for the particular product. Therefore, the modulus values presented for abovementioned product in **Installed Copies** and **License Balance** columns are equal.

After the user assigns licenses to the particular product, the **Managed** status is indicated in the **Product Licensing** field. Now, the status of the particular product presented in the **Products** section is automatically identified by the program. It is a result of comparing information specified by the user in the assigned license and inventory information collected based on

performed audits. In the simulated scenario (Product Licensing tab on page 171), the **Not Valid** status of the Microsoft SQL Server 2005 indicates that there's no license for two product copies installed in the network. In this case, the License Balance field indicates **-2**.

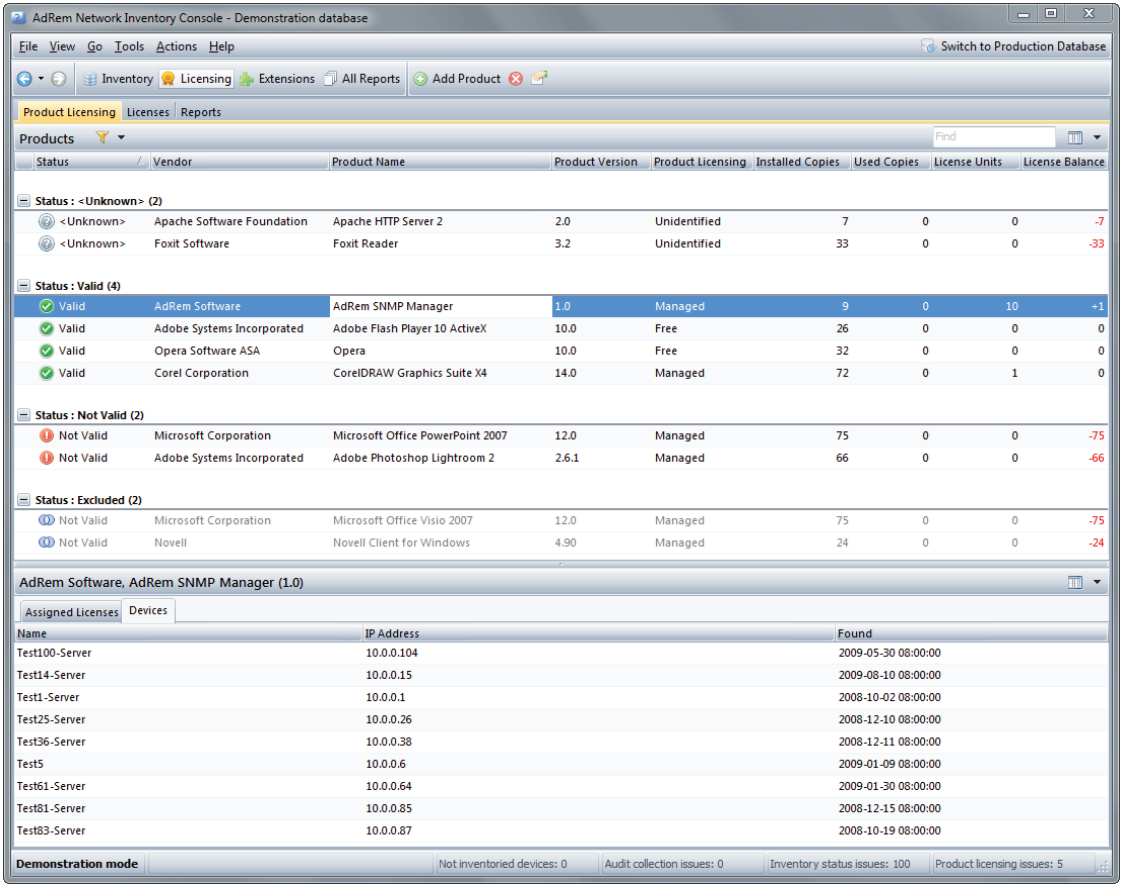

AdRem Network Inventory Console - Demonstration database
File View Go Tools Actions Help
Switch to Production Database
Inventory Licensing Extensions All Reports Add Product
Product Licensing Licenses Reports
Products
Find
Status Vendor Product Name Product Version Product Licensing Installed Copies Used Copies License Units License Balance
Status : <Unknown> (2)
<Unknown> Apache Software Foundation Apache HTTP Server 2 2.0 Unidentified 7 0 0 -7
<Unknown> Foxit Software Foxit Reader 3.2 Unidentified 33 0 0 -33
Status : Valid (4)
Valid AdRem Software AdRem SNMP Manager 1.0 Managed 9 0 10 +1
Valid Adobe Systems Incorporated Adobe Flash Player 10 ActiveX 10.0 Free 26 0 0 0
Valid Opera Software ASA Opera 10.0 Free 32 0 0 0
Valid Corel Corporation CorelDRAW Graphics Suite X4 14.0 Managed 72 0 1 0
Status : Not Valid (2)
Not Valid Microsoft Corporation Microsoft Office PowerPoint 2007 12.0 Managed 75 0 0 -75
Not Valid Adobe Systems Incorporated Adobe Photoshop Lightroom 2 2.6.1 Managed 66 0 0 -66
Status : Excluded (2)
Not Valid Microsoft Corporation Microsoft Office Visio 2007 12.0 Managed 75 0 0 -75
Not Valid Novell Novell Client for Windows 4.90 Managed 24 0 0 -24
AdRem Software, AdRem SNMP Manager (1.0)
Assigned Licenses Devices
Name IP Address Found
Test100-Server 10.0.0.104 2009-05-30 08:00:00
Test14-Server 10.0.0.15 2009-08-10 08:00:00
Test1-Server 10.0.0.1 2008-10-02 08:00:00
Test25-Server 10.0.0.26 2008-12-10 08:00:00
Test36-Server 10.0.0.38 2008-12-11 08:00:00
Test5 10.0.0.6 2009-01-09 08:00:00
Test61-Server 10.0.0.64 2009-01-30 08:00:00
Test81-Server 10.0.0.85 2008-12-15 08:00:00
Test83-Server 10.0.0.87 2008-10-19 08:00:00
Demonstration mode
Not inventoried devices: 0
Audit collection issues: 0
Inventory status issues: 100
Product licensing issues: 5

Figure 40 - Product Licensing tab

Notes

- *Notice that there's no information presented on the **Assigned Licenses** tab for the abovementioned product since no licenses have been assigned yet.*
- *Information about products installed on the particular network device is presented while browsing inventory information in the **Software** tab. Please see the chapter titled Software on page 58 for details.*

Scenario 3 - Track Changes of Product Licenses

In order to track changes of licenses, the user must specify their parameters and assign them to the managed products.

The Licenses tab located in the Licensing view is dedicated to track changes of all licenses in the program. The **All Licenses** section presents the list of all licenses entered by the user in the program (Licenses tab on page 172). The current status of the particular license is identified by the program as a result of comparing information specified in the license properties and inventory data collected based on performed audits. In the simulated scenario (Licenses tab on page 172), the Overused status is indicated for the Microsoft SQL Server 2005 product in the **Licensing Status** column. In the **License Units** column the number of product copies allowed by the license is presented. The considered license allows to have 5 product copies installed in the network. On the **Licensed Products** tab below, the program presents details about product to which the license is assigned. In the **Installed Copies** field indicates that there's 7 product copies installed in the network. Therefore, two licenses is missing, which is indicated in the **License Balance** field.

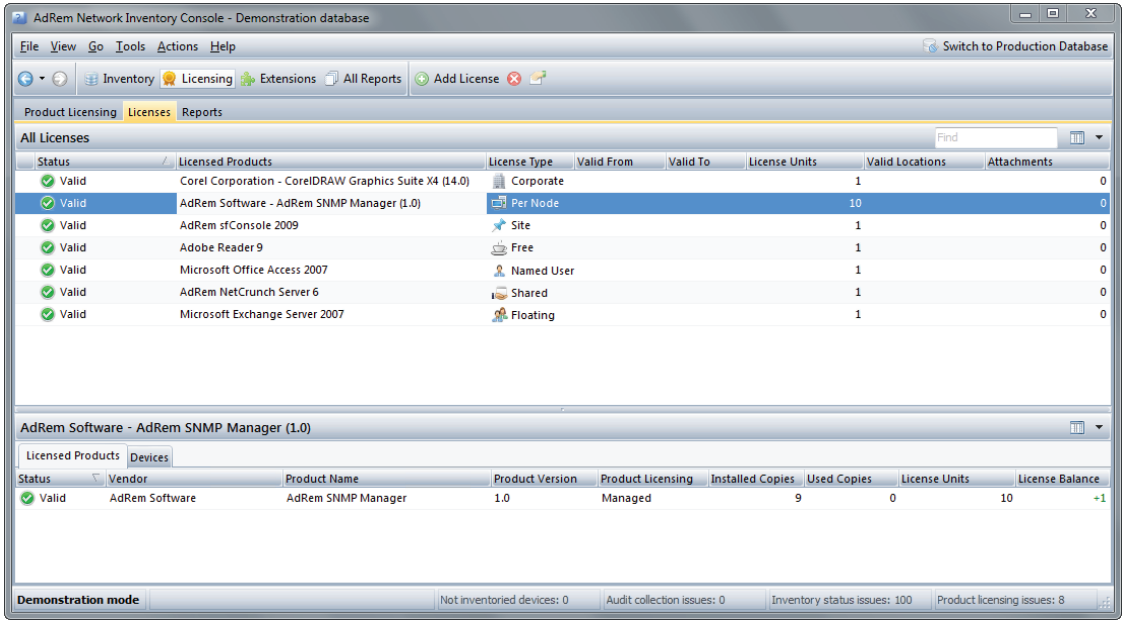

AdRem Network Inventory Console - Demonstration database
File View Go Tools Actions Help
Switch to Production Database
Inventory Licensing Extensions All Reports Add License
Product Licensing Licenses Reports
All Licenses
Find
Status Licensed Products License Type Valid From Valid To License Units Valid Locations Attachments
Valid Corel Corporation - CorelDRAW Graphics Suite X4 (14.0) Corporate 1 0
Valid AdRem Software - AdRem SNMP Manager (1.0) Per Node 10 0
Valid AdRem sfConsole 2009 Site 1 0
Valid Adobe Reader 9 Free 1 0
Valid Microsoft Office Access 2007 Named User 1 0
Valid AdRem NetCrunch Server 6 Shared 1 0
Valid Microsoft Exchange Server 2007 Floating 1 0
AdRem Software - AdRem SNMP Manager (1.0)
Licensed Products Devices
Status Vendor Product Name Product Version Product Licensing Installed Copies Used Copies License Units License Balance
Valid AdRem Software AdRem SNMP Manager 1.0 Managed 9 0 10 +1
Demonstration mode
Not inventoried devices: 0
Audit collection issues: 0
Inventory status issues: 100
Product licensing issues: 8

Figure 41 - Licenses tab

Note

- *For convenient use, the license balance is also presented in Licensing Status field of the Details tab (Inventory view on page 169). Detailed information about missing licenses is presented in the* ***Licensing Status*** *tab below.*

- *The user can also check the current status of licenses assigned to the particular product. All licenses assigned to the product highlighted from the* ***Products*** *section is presented in the* ***Assigned Licenses*** *tab of the Inventory view (**Inventory view on page 169**).*

Other Functions

Managing Custom Views

The **Custom Views** section is located in the **Views** panel. It is dedicated to be managed manually by the user.

Managing the **Custom Views** includes the following tasks:

- creating/deleting views.
- adding/removing devices from the views created in the Custom Views.

Views created in the Custom Views section contain only a direct link to network devices located in other views of the Views panel. The user can create the direct link by adding or dragging the network device from any view of the Views panel to the view created in Custom Views. However, removing devices from views in the Custom Views, removes the direct link to the network device only from the selected view.

Notes

- *Please see the chapter titled Creating/Deleting Custom Views on page 175 wizard for more information.*
- *The user can also add/remove or change properties of views in the **Custom Views** section from within the **License Properties** window for the Site license type. Please see the chapter titled Changing Product and License Properties on page 129 for more information.*

Creating/Deleting Custom Views

Views created in the **Custom Views** section contain only a direct link to network devices. The user can create the direct link by adding or dragging the selected device to the view created in the Custom Views section.

The program allows creating/deleting views directly in the Custom Views section and in the previously created views.

To create views in the Custom Views section

1. Select the ***Inventory*** view.
2. Right-click on the **Custom Views** section located in the **Views** panel.
3. Select the **Add Custom View** item from the context menu.
   The **Add Custom View** window opens.
4. In the **Name** field, enter the name for the new custom view.
5. Click the **OK** button to create the new subsection.

To delete views from the Custom Views

1. Select the ***Inventory*** view.
2. Right-click on the desired view in the **Custom Views** section.
3. Select the **Delete** item from the context menu.
   The **Confirm** window opens.
4. Select **Yes** to delete the selected view.

Notes

- *Please note that deleting desired view from the **Custom Views** removes only direct links to network devices.*
- *The user can also add/remove or change properties of views in the Custom Views section from within the License Properties window for the Site license type. Please see the chapter titled Changing Product and License Properties on page 129 for more information.*

Adding/Removing Devices form Custom Views

Views created in the Custom Views contain direct links of inventoried network devices. Therefore, removing network devices from views in the Custom Views section removes only the direct link to a device from the selected view.

To add network devices to Custom Views

1. Select the ***Inventory*** view and select the **Details** tab.
2. Highlight the desired view in the **Views** panel.
   The list of devices belonging to the highlighted view is displayed on the right in a table format.
3. Click the desired network device.
   To select many devices at the same time, press and hold **CTRL** key while selecting the next device.
4. Right-click the selected devices and from the context menu select the **Add To Custom View** item.
   Alternatively, drag the selected devices and drop them directly on the desired view in the **Custom Views**.
   The **Add To Custom View** window opens.
5. Select the desired view, previously created in the **Custom Views**.
6. Click the **OK** button to confirm the operation.
   The direct link of the selected devices will be created in the destination view of the **Custom View**.

To remove network devices form the Custom Views

1. Select the ***Inventory*** view.

2. Highlight the desired view in the **Custom Views**.
   The list on devices belonging to the highlighted view is displayed on the right in a table format.
3. Right-click the selected device and from the context menu select the **Remove from Custom View** item.
   The **Remove from Custom View** window opens with the list of views to which the selected network device belongs.
4. Select the desired section from which the selected device will be removed.
   Alternatively, click the **Select All** check box to remove the selected device from all custom views.
5. Click the **OK** button to confirm the operation.
   The direct link of the selected device will be removed from the selected views of the **Custom View** only.

Notes

- *Please note that devices can be added only to the previously created views in the Custom Views.*
- *The user can also add/remove or change properties of views in the Custom Views section from within the License Properties window for the Site license type.*

Customizing Tables

Information presented in a table format can be customized according to the user needs. Customizing options are available by selecting the ***Customizing*** icon. Specifically, the following elements can be customized:

- **Customizing columns** – the user can change the order of columns, size and add/remove them from the view in order to present information in a clear more convenient manner.
- **Grouping** – allows grouping devices displayed in the table according to the selected column.
- **Expanding/Collapsing Groups** – groups of devices can be expanded or collapsed.

To customize the selected view

1. Select the desired view.
2. To change the column order in the table, drag the column header to the desired place.
   The small green arrows will appear to mark the exact column position.
3. To sort data in ascending/descending order click the selected column header.
4. To arrange the width of the columns in the table automatically, click the ***Auto Width*** icon.
   Alternatively, right-click anywhere in the list and from the context menu select **Columns** and **Auto Width** or **Best Fit All** item.

5. To add/remove columns, right-click anywhere in the column header and from the context menu select the **Columns ► Customize** option.
   The **Customization** window opens, listing all columns that are not currently used.
6. To add columns, drag the desired column name from the **Customization** window and drop it between any column headers in the list (small green arrows will appear to mark their exact position).
   To remove a column from the table, drag the desired column header to the **Customization** window.
7. To group devices according to the selected column, right-click anywhere in the column header, point to the **Group by** item and select the appropriate column from the drop-down list.
8. To expand or collapse the selected group in the table click the + or − icon located to the left of the group name respectively.
9. To expand or collapse all groups in the table, select the ***Expand All*** or ***Collapse All*** icon respectively. Alternatively, right-click anywhere in the table and select the **Expand All** or **Collapse All** item respectively from the context menu.

Notes

- *Click the + icon located just to the left of a group name, to expand the devices list.*
- *Click the − icon located just to the left of an expanded group name to revert to unexpanded device list.*
- *If you want to get rid of the grouping sections, right-click anywhere in the table and from the context menu, select the Group By ► None option. The events list will revert back to normal view (without grouping sections).*

Updating Client Agents Configuration

Client agents perform audits on network devices. They must have the actual configuration. Updating the client agents installed on network devices consists in:

- upgrading to a newer client agent version.
- checking and updating the actual program settings.

Updating the client agent configuration consists of the following elements:

- **The actual list of audit profiles** – the user can change and define new audit profiles at any time in the program. Therefore, the client agent checks and updates the actual list of audit profiles.
- **The actual client agent mode** – the user can change the client agent mode setting in the Options window. Therefore, the actual mode setting is updated on the client agents. Please see the chapter titled Data Collection Options on page 96 for more information.

- **The actual audit tasks schedule lists** – the user can create or change the audit tasks schedule list, which is updated on the client agents.

Updating of the client agent is performed in two main methodologies:

- **Automatically** – the client agents installed on network devices automatically establish connection with the program according to their mode. Please see the chapter titled Auditing Methods on page 90 for more information. The client agent version and its configuration is automatically checked and performed as necessary every time the client agent is connecting with the program. First, agents checks for a newer client agent version and performs reinstallation if necessary. Second, agents check the program settings and perform configuration update if necessary. The program performs updating client agents automatically without performing any action by the user. The only requirement is that client agents must be connected to the program. Please see the chapter titled Audit Collection Manager on page 87 for detailed information on the subject.
- **Manually** – the user can update the client agent in two ways:
  - **By using the *Resolve* icon** – the client agent is reinstalled on the network devices selected by the user along with the current configuration and connection settings. After the client agent is successfully reinstalled on the selected network devices, it automatically starts to establish connection with the program and update the configuration if necessary. Please see the chapter titled Resolving Data Collecting on page 92 for detailed information on the subject.
  - **By using the Force Agent Configuration Update Now option** – this option will tell the client agents installed on all inventoried network devices to automatically start the process of updating the configuration according to their communication mode. The updating configuration process is performed based on the connection settings available on client agents. Therefore, the client agents are not reinstalled.

To update client agent configuration on all inventoried network devices

1. Select the **Force Agent Configuration Update Now** item from the **Actions ► Advanced** main program menu.
   The process of the client agent configuration update is started on all inventoried network devices according to their communication mode.

Note

Please see the chapter titled Changing Client Agents Communication Mode on page 96 for more information on establishing connection with the program if the client agent is in the offline status.

Troubleshooting

The program allows inventorying network devices automatically or manually. Please see the chapter titled Auditing Methods on page 90 for more information.

Inventory Audits Performance Issues

AdRem Network Inventory allows performing audits on inventoried devices manually or automatically, according to defined schedule. Please see the chapter titled Auditing Methods on page 90 for more information. After agents finish audits, they automatically send inventory data to the Network Inventory Server using the port 10500 (default port setting). Collected inventory data are available in the Inventory view of the **Network Inventory Console** window. There are several reasons why inventory information is not available. Most of them are described in the following list.

- **Client Agent is not installed on a network device** – in order to perform audits with using agents, they must be installed first on network devices, since they are used to perform audits on network devices. Agents installation status is indicated in the Status field of the Audit Collection Manager window.
- **The selected network device is not available in the network** – in order to perform audits by the program, network devices must be available in the network.
- **Client Agent offline status** – this issue relates to Windows system on which AdRem Network Inventory Server is installed. The desktop editions of Windows systems limit the number of half-open connections (SYN) to maximum of 10 per second. Once the limit is reached, the program uses a mechanism of auto reconnecting with the agents whose status changed to offline. The subsequent connections are put in a queue and the program automatically reconnects with the agents at the first opportunity. Furthermore, the user can change the agents communication mode. For more information on this subject, please see the chapter titled Changing Client Agents Communication Mode on page 96.

Notes

- *Agent are used to perform audits on network devices. Please see the chapter titled Managing Audit Profiles on page 45 for more information.*
- *Please note that agents can be successfully updated only when the AdRem Network Inventory Client Agent service is not disabled on a device.*

Disabled Service Issues

When the **AdRem Network Inventory** is installed, the group of services are also started on the local machine. These services are responsible for certain functions of the program. Therefore, they are being started all the time, regardless of whether the **Network Inventory Console** is

running.

If these services will be disabled, the information related to the desired program functionality will be displayed in the **Network Inventory Console**. The most common issues related to disabling these services are described below.

- **AdRem Network Inventory Audit Manager** – agents cannot be installed, uninstalled or updated on network devices from within the Audit Collection Manager window. In such case, the appropriate window may be displayed with information that the program cannot establish connection with the Audit Collection Manager. It is important to notice that the Audit Collection Manager uses the 10500 port on the local machine. Therefore, it is suggested to check whether this port is opened.
- **AdRem Network Inventory Synchronizer** – the program cannot discover new devices currently available in the network and establish connection with agents. In such case, the appropriate window will be displayed, for example, when the user selects the ***Find Devices*** icon. Please see the chapter titled Adding Network Devices for Inventorying on page 61 for more information.
- **AdRem Network Inventory Transfer Server** – the inventory information cannot be collected by the program. In such case, the appropriate window may be displayed with information that the program cannot establish connection with the Transfer Server.

Connecting to Database Server

In order to use the **Network Inventory Console** on a remote machine, the SQL Server and **AdRem Network Inventory** program must be installed first.

Once the **Network Inventory Console** window is started for the first time, the connection to the Database Server and Network Inventory Server is established automatically with information provided during the console installation process. If connection to the Database Server is lost, the Connect to Database link is presented in the Inventory view of the **Network Inventory Console**. By clicking this link, the Database Connection Server window opens.

To connect the Database Server with using the Database Connection Server window

1. Click the **Connect to Database** link located in the **Inventory** view of the **Network Inventory Console** window.
   The **Database Connection Server** window opens.
2. In the **SQL Server** Name field, enter the IP address or DNS Name of the machine where SQL database is installed.
3. Select the **Advanced** button to provide the database server settings.
   The **Database Server Settings** window opens.
4. In the SQL Server Instance Name field, enter the instance name.

5. In the **SQL Server Port** field, enter the **TCP Port** number for incoming connections to the SQL database (previously selected on the machine with installed SQL database).
6. Select the **OK** button to confirm the operation and close the **Database Server Settings** window.
7. Select the desired database in the **Current Database** section.
8. Select the **Connect** button to confirm the operation and close the **Database Server Connection** window.

Notes

- *Please note that in order to install and use the Network Inventory Console on a remote machine, the SQL Server and AdRem Network Inventory program must be installed first. Connections to Database Server and Network Inventory Server can be configured from within the Options window. Please see chapters titled Changing Database Connection on page 165 and Changing Network Inventory Server Options on page 167 for more information on the subject.*
- *In the case of using the SQL database not installed with the AdRem Network Inventory program, the authentication must be set to SQL Server and Windows Authentication mode.*
- *If connection with the Database Server or Network Inventory Server is lost, the appropriate information is displayed. There are several reasons why these connections can be lost. Please see the chapter titled Reasons Why the Console Cannot Connect to Servers on page 183 for more information on the subject.*

Reasons Why the Console Cannot Connect to Servers

In order to work properly, the **Network Inventory Console** must be successfully connected to the Network Inventory Server and MS SQL Server (Database Server). Both connections are automatically established when the **Network Inventory Console** is started. Information required to establish these connections is provided by the user during the program installation process. There are several reasons why connections can be lost. Most of them are described in the following list.

- **Connection to Database Server**.
  The most common reasons why connection to the database server can be lost are:
  - The SQL Server TCP Port for incoming connections is assigned dynamically. In such case, the Network Inventory Console installed on a remote machine cannot connect to the database server. To solve this problem, specify the TCP Port for listening incoming connections on the machine with installed SQL Server and enter this port number in the Console Options window. Please see the chapter titled Changing Database Connection on page 129 for more information.
  - The exception for specified TCP Port for inbound connections on the Firewall of the machine with installed SQL Server is not configured.
  - Incorrect IP address or DNS name of the machine where SQL Server is installed.
  - Incorrect SQL Server instance name and/or authentication information.

- SQL database installed separately has selected the Windows authentication mode. In such case, the database authentication must be set to SQL Server and Windows Authentication mode.

Please see the chapter titled Changing Database Connection on page 165 for more information.

- Connection to Network Inventory Server.
  The most common reasons why connection to the Network Inventory Server can be lost are:
  - Incorrect port number selected for connection to Network Inventory Server. This port number is specified during the program installation process. The default port number is 10500. The installation wizard automatically opens this port on the Firewall.
  - Exception for the port used for connection to the Network Inventory Server is not enabled on the Firewall. To solve this problem, please check the list of exceptions on the Firewall of the machine where the AdRem Network Inventory program is installed.
  - Incorrect the IP address or DNS name of the machine where the Network Inventory Server was installed along with the AdRem Network Inventory program.

Information related to the Network Inventory Server connection can be changed in the Console Options window. Please see the chapter titled Changing Network Inventory Server Options on page 167 for more information on the subject.

Configuring Windows Machines for Inventorying

In the case of selecting the automatic auditing method, it is recommended to check configuration of Windows machines prior to starting the inventorying.

- **Remote registry access is disabled on the network device** – in this case agents cannot be installed on network devices. Furthermore, inventorying network devices with using the Remote (agentless) auditing method is also not possible. In order to install agents and inventorying devices with using By Agent or Remote auditing method, the **Remote registry access** must be enabled on the network device.
- **Simple file sharing is enabled on the network device** – in order to install agents, or inventory devices remotely, the Use simple file sharing feature must be disabled on the network device. Please see below for more information on enabling/disabling Simple File Sharing feature on devices running Windows XP.
- **Credentials entered by the user are not valid or there is no account created on the network device** – the existing account with valid administrative privileges is required on the network devices, in order to install the agents on them. The valid administrative privileges are also required when the Remotely auditing method is selected.
- **The UAC is enabled** – if the inventoried device with installed Windows Vista or Windows

7 belongs to a different Domain than the machine with installed Network Inventory Server, the UAC may prevent the agent from being installed. Please note that the Built-in-Administrator is disabled by default when the Windows Vista or Windows 7 is installed on a machine. As a result, the lack of administrative rights may block the remote installation of the agent on a machine. In order to solve this problem, the UAC option should be disabled or Built-in-Administrator account enabled.

Besides the abovementioned configuration issues, an automatic inventory monitoring cannot be performed for a number of other reasons. Most of them are described on the following list:

- **Network device is not accessible during installation** – the network device may be temporarily disconnected from the network.
- **Network device is not running Windows operating system** – agents can be installed on network devices running Windows operating system only.
- **The process of uninstalling a Client Agent has not finished successfully** – in order to start the Client Agent installation process, the already running agent uninstallation process must be finished. For example, the uninstalling process may not be finished, when the agent's service is still running while the installation process is started. In such case, Windows should be restarted on the network device.

To disable UAC on devices running Windows Vista or Windows 7 and belonging to a different Domain

1. Click on **Start** and choose **Control Panel**.
2. Select **Administrative Tools**.
3. Click on **Local Security Policy**.
4. Go to **Local Properties ► Security Options**.
5. If **Built-in-Administrator account** is enabled, make sure that **User Account Control: Admin Approval Mode for the Built-in Administrator account** is set to **Disabled**.
6. If you use the account with administrative rights to install agents, make sure that **User Account Control: Behavior of the elevation prompt for administrators in Admin Approval Mode** is set to **No Prompt**.

To enable Built-in-Administrator account

1. Click on **Start** and choose **Control Panel**.
2. Select **Administrative Tools**.
3. Click on **Local Security Policy**.
4. Select **Computer management**.
5. Go to **Local Users and Groups ► Users**.

6. Right click on the **Administrator** account and choose **Properties**.
7. To enable the account clear **Account is disabled** field.
8. Click **OK**.
9. Click on **Local Security Policy** in the **Administrative Tools** panel.
10. Go to **Local Properties ► Security Options**.
11. Make sure that **User Account Control: Admin Approval Mode for the Built-in Administrator account** is set to **Disabled**.

To enable/disable Simple File Sharing on devices running Windows XP

1. Go to the desktop and double click on **My Computer** icon.
2. From the **Tools** menu at the top, choose **Folder Options** item.
3. Click on the **View** tab and select **Use Simple Files Sharing** check-box to turn this feature on or clear the selection if you want to disable this option.
4. Click **OK** to close the **Folder Options** window. The settings for **Simple File Sharing** are now updated; no computer reboot is required.

If agents are not installed on network devices, the appropriate status is displayed in the Status field of the Audit Collection Manager window. In such case, the program automatically creates the queue of such devices and continuously attempts to install the agents. The user can stop the desired client agent installation process from being repeated. Please see the chapter titled Aborting Current Action on page 95 for more information.

Notes

- *The **Client Agent** installation is automatically performed by the program if the user selects the **By Agent** option in the **Add Devices** wizard. Please see chapters titled Adding Network Devices for Inventorying on page 61 and Auditing Methods on page 90 for more information.*
- *Agents are used to perform audits on network devices and send inventory data to the database server. Please see the chapter titled Managing Audit Profiles on page 69 for more information.*
- *Please note that the **User Account Control: Behavior of the elevation prompt for administrators in Admin Approval Mode** option relates to all accounts with administrative privileges.*

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